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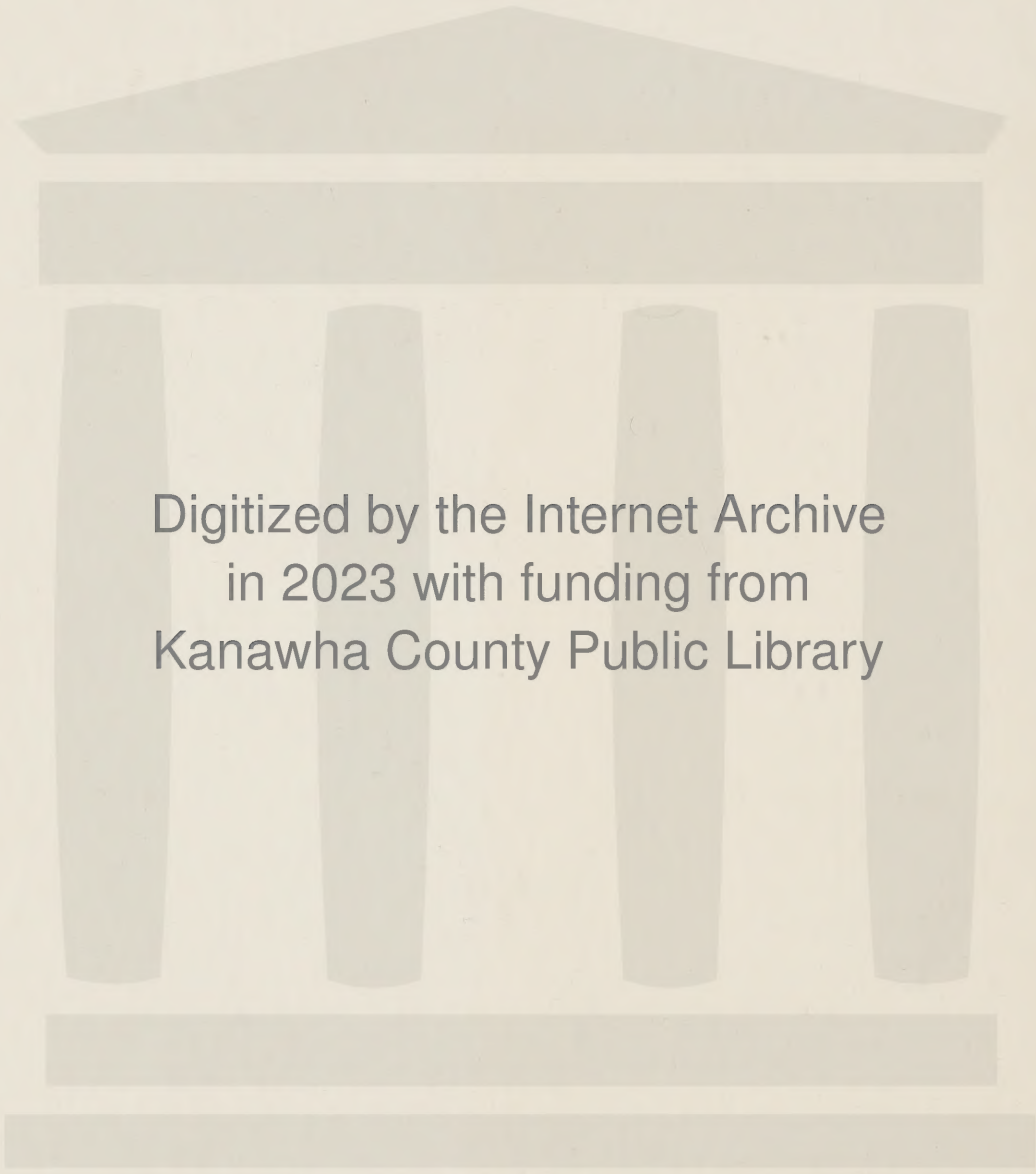
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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 9, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 9, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Jacobson
Mr. Lovenstein
Mr. Shonk
Mr. Stone
Mr. Williamson

Also present was Mr. Malcolm Duncan, architect, of the office of J. Russell Bailey.

The President presided. The Secretary reported that a quorum was present. The minutes of the July 8, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. There were questions, comments and discussion concerning the robbery by person or persons unknown; and the recently signed into law Library Services and Construction Act Amendments of 1966. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 110 and General Bills List No. 110, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Stone, seconded by Mr. Jacobson, and duly passed, it was ordered that the bills set out

on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 109, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Stone, seconded by Mr. Jacobson, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Stone moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$74,743.45
Ford Electric Company, Inc.	6,581.70
Mechanical Piping, Inc.	15,154.97
	$96,480.12

set out on Construction Account Bills List No. 9 be approved. The motion was seconded by Mr. Jacobson, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Ray, Mr. Duncan and Mr. Lovenstein commented on the various aspects of the Library's building project. Afterwards, there was considerable discussion.

NEW BUSINESS

Budget - Unexpended Items. It was moved by Mr. Lovenstein, seconded by Mr. Shonk and unanimously

RESOLVED, That the unexpended monies in the salaries and moving costs account and sheriff's balance

be spent for construction purposes, unless the Library Board shall hereafter direct the expenditure thereof be made for operating expenses and/or other library purposes.

Library Plaque. Mr. Duncan presented a drawing representing a full scale model of a bronze plaque to be located on the south wall of the portico located at Capitol Street. Following discussion, it was moved by Mr. Williamson, seconded by Mr. Jacobson, that the drawing, as presented and amended, be approved and the architect be authorized to submit copies to plaque producers for the purpose of securing finished sketches and competitive prices. Motion carried.

Loewenstein Plaque. A drawing of the plaque to be placed in recognition of the gift of the Joe Loewenstein Memorial Foundation was presented for consideration as to size and lettering. After discussion the Director was directed and authorized to ascertain the wishes of Mr. Stanley Loewenstein and to proceed in accordance therewith.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Kay
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 13, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 13, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Frink
Mr. Snyder
Mr. Stone
Mr. Thomas
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the August 9, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. Following a discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 111 and General Bills List No. 111, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 110, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Stone moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$41,726.70
Ford Electric Company, Inc.	8,293.86
Mechanical Piping, Inc.	8,476.63
	$58,497.19

set out on Construction Account Bills List No. 10 be approved. The motion was seconded by Mr. Thomas, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. The Director reported for the committee and presented a floor-by-floor account of the progress made and work remaining to be done on the Library's building project. Discussion followed.

NEW BUSINESS

Change Order. Mr. Williamson presented the following Change Order:

#M-4 - Mechanical Piping, Inc. $320.00

Following an explanation and discussion, it was moved by Mr. Williamson, seconded by Mr. Frink, that approval be granted and that

the building committee chairman be authorized to sign the Mechanical Piping, Inc., Change Order #M-4. Motion carried.

South Charleston Library. Mr. Ray reported on a meeting held with Mr. T. J. Arant, President, Board of Directors, South Charleston Public Library, on August 11, 1966, in the Director's office. Following discussion, it was regularly moved, seconded and carried that the President be authorized to appoint a committee to study and to report, at a later date, guidelines to be developed and followed when the construction of a branch library is contemplated for communities within Kanawha County. Motion carried. The following members were appointed: Mr. Frink, Chairman, Mr. Stone and Mr. Snyder.

Position Vacancy. The Director presented the credentials of J. Wilmer Benjamin, Jr., for the position of Catalog Librarian. He reported on his educational background, experience and personal qualifications. The Director recommended that he be appointed.

It was moved by Mr. Williamson, seconded by Mr. Snyder and unanimously

> RESOLVED, That J. Wilmer Benjamin, Jr., be appointed Catalog Librarian effective September 19, 1966, at an annual salary of $4,950.

Motion carried.

Disposition of Window-Type Air Conditioners and Furniture. Mr. Ray and the Director reported that the public libraries in Dunbar, Nitro and South Charleston were each interested in acquiring several window-type air conditioners. Following discussion, it was moved by

Mr. Stone, seconded by Mr. Snyder, that the Director be authorized to lend two each of the window-type air conditioners to the public libraries of Dunbar, Nitro and South Charleston and that the Director be authorized to offer the remainder at public sale at the best possible price. Motion carried. It was suggested that the Director submit a list of furniture that might be surplus to the needs of the Kanawha County Public Library but could be made available to other libraries in Kanawha County.

Insurance Committee. Mr. Ray reported that it was necessary for the library to evaluate its insurance program. Following discussion, the President appointed the following members to the Insurance Committee: Mr. Frink, Chairman, Mr. Kleeman and Mr. Thomas.

Frankenberger's. The Director reported that Mr. Kleeman and Frankenberger's were proud to announce that Frankenberger's annual seasonal greeting to its many friends and customers would be an etching, by James Swann, of Chicago, of the new Kanawha County Public Library.

West Virginia Library Association Conference. The Director stated that the West Virginia Library Association Conference will be held in Fairmont, West Virginia, on October 6-8. Four staff members had expressed a desire to attend. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That the expenses of the Director and an allowance of $25.00 each for four staff members be paid for attendance at the West Virginia Library Association Conference, October 6-8, 1966.

University of Chicago Graduate Library School Conference on Children's Literature. The Director reported that Miss Wilma Brown and Mrs. Clara Hampton attended the Conference held in Chicago on July 31-August 3, 1966. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That a sum of fifty dollars ($50.00) each be paid to Miss Wilma Brown and Mrs. Clara Hampton for attendance at the University of Chicago Graduate Library School Conference on Children's Literature held on July 31-August 3, 1966.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John V. Kay
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 11, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 11, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Frink
Mr. Hopkins
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the September 13, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. There was discussion concerning use of the Library by and circulation of library materials to students and adults; moving bids submitted by Nelson Transfer and Storage and Myers, Inc.; a new "Encouragement Aides" service provided by the Library in cooperation with the schools and Woman's Club of Charleston to encourage junior and senior high school students in schoolwork which involves a search for and use of public library materials; (reference was made, by the Director, to a newspaper article that appeared in the Daily Mail on October 4, 1966); and the subject of stairs and elevators introduced the suggestion that the

Library consider the acquisition of a wheel chair to be used by the physically disadvantaged. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 112 and General Bills List No. 112, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Hopkins, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 111, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Hopkins, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Lovenstein moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$72,005.40
Ford Electric Company, Inc.	7,647.75
Mechanical Piping, Inc.	6,068.70
	$85,721.85

set out on Construction Account Bills List No. 11 be approved. The motion was seconded by Mr. Frink, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Lovenstein reported on the progress made and work remaining to be done to the building and on the grounds. There was discussion afterwards.

Insurance Committee. Mr. Frink, chairman, reported that the full committee held several meetings. He cited the need for expert guidance patterned after the program initiated and instituted by the Kanawha County Board of Education. Following considerable discussion, it was moved by Mr. Lovenstein, seconded by Mr. Hopkins, and unanimously

RESOLVED, That the committee be authorized to seek expert advice from a number of men qualified in insurance; and,

RESOLVED, That the committee be instructed to determine what is in its opinion the best insurance program for Kanawha County Public Library, giving due and proper consideration to the cost thereof, and report the same to the Library Board for their consideration; and,

RESOLVED FURTHER, That the Director be authorized to secure a temporary insurance binder on furniture and equipment which is scheduled to be delivered shortly in an amount of approximately $104,160.00.

NEW BUSINESS

Change Order. Mr. Lovenstein presented the following Change Order:

#E-3 - Ford Electric Company	$250.00
Anticipated Change Order - Ford Electric Company - approximately	$700.00

Following an explanation and discussion, it was moved by Mr. Lovenstein, seconded by Mr. Frink, that approval be granted and that the building committee chairman be authorized to sign the Ford Electric Company Change Order #E-3. Motion carried.

Moving. It was regularly moved, seconded and carried that the following resolution be adopted:

> RESOLVED, That the contract by and between Kanawha County Public Library and Nelson Transfer and Storage Company covering the work required to move all of the tangible personal property from the old library building to the new library building at 123 Capitol Street, which has been submitted at this meeting, be ratified, approved and confirmed.

Dedication Committee. An Opening Day Dedication Committee was appointed: Mr. Williamson, chairman, Mrs. Anderson, Mrs. Brown and Mr. Hopkins.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John V. Ray
President

Nicholas Kinnaird
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 8, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 8, 1966, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mrs. Brown
Mr. Chilton
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Snyder
Mr. Stone
Mr. Thomas

In the absence of the President, Mr. Lovenstein presided. The Secretary reported that a quorum was present. The minutes of the October 11, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Discussion and additional comments were made concerning surplus library furniture, delivery of new furniture and the library project in Coal Branch Heights. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 113 and General Bills List No. 113, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on

the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 112, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Frink moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$38,974.50
Ford Electric Company, Inc.	4,939.06
Mechanical Piping, Inc.	6,076.19
	$49,989.75

set out on Construction Account Bills List No. 12 be approved. The motion was seconded by Mr. Thomas, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Lovenstein reported on the progress made and the work remaining to be done to the library building project. The Director spoke of the delay in the delivery and installation of the steel shelving. Considerable discussion followed. It was moved by Mr. Stone, seconded by Mr. Frink, that despite a probable late delivery of shelving and to avoid further delay in the transfer of the Lee Street Building to the Commercial Properties, Inc., that the library move into its new quarters as quickly and as conveniently, under the circumstances, as possible. Motion carried.

Dedication Committee. Mr. Hopkins reported for the committee and is as follows:

> The committee met on October 27, 1966, in the Library Board Room at 2:00 p.m.
>
> The following were present: Mr. Williamson, chairman, Mrs. Anderson and Mr. Hopkins. The latter was named assistant chairman.
>
> After lengthy discussion of many possibilities, it was the opinion of the committee that because of the uncertainty of the date for the opening, the busy season of the year, large-scale advance planning could only be of a precarious nature at best; and, since the committee felt that no funds should be spent for anything except for the library itself, the following recommendations were decided upon:
>
> 1. That when the date for opening is definitely determined, a luncheon will be planned for that date preferably at the Daniel Boone because of its nearness. Such a luncheon would be a very simple affair, would be open to Board members, wives, husbands, or any friends they wished; any of the library staff wishing to attend; the Loewensteins, the architect and such others having a reasonable connection with the library and its new building. The luncheon will be dutch treat, and no effort is to be made for anything more than a voluntary gathering.
>
> 2. The program will be simple following the luncheon, and brief. The chairman of this committee, unless otherwise desired, will preside. The chairman of the Board will make an appropriate summary in words of his own choosing. Only such other matters appropriate to the occasion will be part of this program.
>
> 3. Following the luncheon's completion, the group will proceed to the new library. On arrival, the fountain will be unveiled, the members of the Loewenstein family, the officers of the Library Board participating.

4. Immediately following this, the group will proceed to the main entrance, where ribbon cutting will take place. The library will then be opened for inspection and visitation, the staff taking their appointed places for the occasion.

5. It is the suggestion of the committee that Library Week in the Spring be utilized to the fullest degree possible in making known to all the facilities of the new Kanawha County Public Library. The interval of time will permit proper planning for such an "Open House," time which is not available now.

6. It should be pointed out that printed folders will be presented each visitor which describe completely the library and its facilities.

7. The committee recommends that special guests for the opening "tour" of the building will be handicapped people, so that facilities for them and for retired people, can be made known at the start.

8. Since a library is an institution of, by and for the people, no plans are included in this report for participation for any other than the foregoing. However, a special invitation to attend the opening, or for an advance tour, might well be extended those who hold public office.

9. Arrangements are to be made for music, an art exhibit and floral decorations.

Respectfully submitted,

Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Williamson, chairman

NEW BUSINESS

Change Order. Mr. Lovenstein presented the following Change Order:

#A-4 - E. L. Harris and Son, Inc. $1,236.00

Following an explanation and discussion, it was moved by Mr. Frink, seconded by Mr. Shonk, that approval be granted and that the building committee chairman be authorized to sign the E. L. Harris and Son, Inc., Change Order #A-4. Motion carried.

Lending of Surplus Furniture. The Director reported that the libraries in Dunbar, Nitro, South Charleston, Coal Branch Heights and at the Kennedy Center were interested in obtaining some library furniture that was surplus to our needs. Following discussion, it was moved by Mr. Stone, seconded by Mr. Chilton, that the Director be authorized to lend such surplus furniture as tables, chairs, desks, shelving and catalog card units to the institutions listed above.

Middle Atlantic Regional Library Conference. The Director reported that he attended a meeting of the Planning Committee of the Middle Atlantic Regional Library Conference in Philadelphia, Pennsylvania, on November 3-4, 1966. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That the expenses of the Director, not to exceed $65.00, be paid for attendance at the Middle Atlantic Regional Library Conference, Planning Committee Meeting held in Philadelphia, Pennsylvania, on November 3-4, 1966.

Plantings in Landscaped Areas. Mr. Shonk reported that bids for the plantings to be made at the new library site were received from the following:

Terrescape, Inc.	$ 994.50
Connor and Amos Garden Center, Inc.	$1,975.98

A study and evaluation was made which involved the Architect, Municipal Beautification Commission, Garden Clubs and knowledgeable persons. A

drawing was exhibited. He said that some changes were suggested and listed them:

2 Ginkgo trees, on Capitol Street, instead of Pin Oak or Paul Scarlet Hawthorne

2 Female Holly trees, at the Arcade, instead of Clump Birch

Following discussion, it was moved by Mr. Shonk, seconded by Mr. Chilton, that the bid submitted by Terrescape, Inc. and amended be accepted. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

L.K. Lowenstein
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 13, 1966

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 13, 1966, at 4:00 p.m. in the Board Room of the Library located at 123 Capitol Street. This was the first meeting of the Library Board to be held in the new building.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Maurice
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the November 8, 1966, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. There were additional comments and considerable discussion concerning the move from Lee and Hale Streets to Capitol Street. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 114 and General Bills List No. 114, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by

Mr. Williamson, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 113, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Mr. Frink moved that the payments heretofore made to the following:

E. L. Harris and Son, Inc.	$10,311.68
Ford Electric Company, Inc.	3,244.50
Mechanical Piping, Inc.	4,391.10
	$17,947.28

set out on Construction Account Bills List No. 13 be approved. The motion was seconded by Mr. Williamson, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. The Library Director reported on the progress of the building project. A floor-by-floor account of the work completed and remaining to be done was presented. There was discussion afterwards.

Dedication Committee. Mr. Williamson and Mr. Hopkins reported for the committee. It was agreed that the luncheon would be held on January 3, 1967, and that Open House would be observed the following day. Following discussion, it was moved by Mr. Stone, seconded by

Mrs. Anderson, that the committee be authorized to proceed substantially in accordance with the report as presented in the November 8, 1966, meeting of the Library Board. Motion carried.

NEW BUSINESS

Change Order. The Director presented the following Change Order:

#A-5 - E. L. Harris and Son, Inc. $459.00

Following an explanation and discussion, it was moved by Mr. Stone, seconded by Mr. Hopkins, that approval be granted and that the building committee chairman be authorized to sign the E. L. Harris and Son, Inc., Change Order #A-5. Motion carried.

ALA Midwinter Meeting. Mr. Frink moved, Mrs. Brown seconded, that the Board approve the payment of the expenses of the Director incurred in attending the American Library Association Midwinter Meeting in New Orleans, Louisiana, January 9-14, 1967.

Delivery of Deed to Commerce Square, Inc. The President reported that he had delivered the deed of the Lee and Hale Street property to Commerce Square, Inc., the name of which has been changed from "Commercial Properties, Inc.," to "Commerce Square, Inc." After discussion, Mr. Hopkins moved that the following resolution be adopted:

> RESOLVED, That the delivery of the deed of the Lee and Hale Street Kanawha County Public Library property to Commerce Square, Inc., the name of which has been changed from "Commercial Properties, Inc.," to "Commerce Square, Inc.," by the President be ratified, approved and confirmed.

The motion was seconded by Mr. Frink, and, a vote being taken, was adopted.

Cornerstone from Old Kanawha County Public Library Building. The Chairman reported that the cornerstone from the former Capitol Annex, later Kanawha County Public Library building would be reserved for the Library for transfer to its Capitol Street site and installation thereon. There was discussion afterwards concerning a box which reportedly contains documents usually placed in a cornerstone at the laying ceremony. It was moved by Mr. Hopkins, seconded by Mr. Stone, that the cornerstone of the Lee Street Building be reserved by Kanawha County Public Library and that the cornerstone with box and contents, if such is present, be moved intact and undisturbed to the Capitol Street site for permanent installation. Motion carried.

St. Albans Branch Library. Mr. Frink delivered a check of St. Albans Public Library, payable to Kanawha County Public Library in the amount of $4,730.23 which represents the final payment of the $15,000.00 transferred from the Kanawha County Public Library Capital Improvements Building Fund, which loan was approved by the Library Board at its meeting held on February 5, 1963.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John W. Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 17, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 17, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Frink
Mr. Lovenstein
Mr. Maurice
Mr. Snyder
Mr. Thomas
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the December 13, 1966, meeting were approved.

Correspondence. The Director read a letter from the Misses Betty Cook, Eleanor Bird Cook and Mary Randolph Cook in which they expressed their gratitude for the action taken by the Library Board of Directors when it designated the West Virginia Room as The Roy Bird Cook Room. The Director read a letter addressed to Mr. John V. Ray, President, dated January 4, 1967, and signed by Mr. Charles B. Gates, Jr., Vice President and Trust Officer of the Charleston National Bank, and reads as follows:

> On March 17, 1966, we sent you our check for $4,500 as a part of the gift of the Joe Loewenstein Memorial Foundation, plus $274.99 to cover some incidental expenses. This left a balance outstanding of $30,500.

> Accordingly, we send you herewith an additional check in the amount of $31,500 which will complete the gift of $35,000, plus an extra $1,000 which might be used to defray freight charges incurred by Mr. Cronbach in the shipping of his sculpture to Charleston, and other miscellaneous expenses.
>
> We are most pleased with the plaza, the planting and the fountain, and congratulate you on a fine job. Please be kind enough to advise us when the small memorial plaque which was approved by Stanley Loewenstein has been put in place.
>
> We should also like to express our gratitude to you and your Board for presenting Kanawha County with a truly magnificent library.

Finally, the Director read a letter, dated January 6, 1967, and signed by the twenty-three first graders and teacher from Fruth School. The class wrote,

> It was an honor to cut the ribbon to our new library. We each put a piece of it in a folder to keep.

Director's Monthly Report. The Director read his report on the activities of the Library for the Month of December. Following additional comments and discussion on the new library facility, parking and its problem, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 115 and General Bills List No. 115, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 114, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Lovenstein of the items appearing in the Construction Account, Mr. Lovenstein moved that the payments heretofore made to the following:

Ford Electric Company	$ 6,678.12
E. L. Harris and Son, Inc.	53,450.76
Mechanical Piping, Inc.	17,120.75
The Woodrum Home Outfitting Company	7,102.14
Terrascape Nursery	800.00
Eastman Kodak Company	1,598.05
S. Spencer Moore Company	31,725.83
	$118,475.65

set out on Construction Account Bills List No. 14 be approved. The motion was seconded by Mr. Snyder, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Lovenstein reported that work by the three contractors was essentially complete with only minor exceptions remaining; he suggested that Mr. Duncan be invited to return, as soon as possible, to make a final inspection and to complete a punch list on work remaining to be performed before a final payment is made to each contractor. Following discussion, it was agreed that Mr. Duncan's presence was necessary.

Insurance Committee. Mr. Frink reported that the Library's panel of insurance professionals recently completed a study and evaluation of the Library's insurance needs. It prepared and submitted to the committee an insurance program which was reviewed by Mr. Frink. Following discussion, it was moved by Mr. Frink, seconded by Mr. Lovenstein, and unanimously

RESOLVED, That the insurance offer as submitted by DeVan-Gallaher, Inc. be accepted; and,

RESOLVED, That the Director be authorized to implement the program as specified in the offer; and,

RESOLVED, That the Director extend thanks and appreciation to the three insurance firms for their professional services which were rendered free of charge.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That the Bylaws of the Kanawha County Public Library be amended by adding the words "Insurance Committee" to Section 1 of Article IV thereof, and by adding the following section to the said Article IV, to-wit:

"Section 9. Insurance Committee. The Insurance Committee shall from time to time and at least semi-annually review the insurance carried by Kanawha County Public Library and recommend to the Library Board what changes, if any, should be made therein."

The motion was seconded by Mr. Williamson, and upon a vote being taken was carried.

NEW BUSINESS

Rules and Regulations for Use of The John V. Ray Room. The Director submitted preliminary guidelines on the use of The John V. Ray Room by community organizations. Following discussion, it was resolved that Mr. Williamson, Chairman, and Mr. Snyder be appointed a committee to study and consider the above, to cause to be duplicated sufficient copies for distribution to members of the Board of Directors and to present its report at the next meeting.

Floral Displays. The Director reported that floral displays were received from the contractors and from friends to commemorate the opening of the new Kanawha County Public Library. It was moved by Mr. Lovenstein, seconded by Mrs. Brown and unanimously carried, that the Director extend thanks and appreciation to the persons giving flowers.

Opening Day Picture Collection. The Chairman acknowledged receipt of a group of photographs presented to the Kanawha County Public Library by Mr. J. D. Maurice and the Charleston Daily Mail.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John V. Ray
President

Nicholas Winnicki
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 14, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 14, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Chilton
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Mr. Maurice
Dr. Riggleman
Mr. Shonk
Mr. Stone
Mr. Williamson

The President presided. In the absence of the Director, Miss Ammar served as Secretary. The minutes of the January 17, 1967, meeting were approved.

Director's Monthly Report. The Secretary read the Director's report on the activities of the Library for the month of January. Following additional comments and discussion on the parking and its problems and book stock, the Director's report was accepted and ordered filed.

Approval of Bills. The Secretary submitted Book Bills List No. 116 and General Bills List No. 116, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set

out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 115, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building Committee. Mr. Lovenstein read a letter from Malcolm Duncan, Architect, to E. L. Harris, Jr., Contractor, submitting seven proposals on items discussed during Mr. Duncan's visit on January 31. They are as follows:

1. Signs to be mounted on three of the steel guard chain posts, as per enclosed drawing and local requirements as to sign construction.

2. Granite ramp on Loggia at main entrance doors as per enclosed drawing.

3. Aluminum handrails at exterior steps, as per enclosed drawing.

4. Remove closet door and butts and strike plate on Oversize Books balcony on Floor #2. Fill or cover holes and leave frame in neat condition.

5. At all floors where doors to Elevator #1 and Stair #1 occur, apply vinyl wall covering on the one wall surrounding these doors. Color shall be the same dark blue green as used on free standing columns.

6. In Bookmobile shelter provide heavy wood bumper to prevent Bookmobile from backing against new aluminum grilles.

7. At drive-up window, install the following:

(a) Turn latch and handle on spindle through wood apron of countertop, to keep the drawer from being opened from the outside.

(b) Wood drawers on roller slides in the spaces on either side of the stainless steel drawers as directed by Owner.

(c) Put a piece of carpet in stainless steel drawer, cut neatly and glued to bottom.

(d) Concrete curb to protect exterior facing from damage by automobile bumpers.

Following discussion it was moved by Mr. Chilton, seconded by Mr. Stone, and unanimously

RESOLVED, That all recommendations made by the Building Committee, except the aluminum handrails at exterior steps be accepted.

Rules and Regulations Committee for The John V. Ray Room.

Mr. Williamson reported on the rules and regulations governing the use of The John V. Ray Room. He read a letter from W. E. Chilton, III. Following discussion, it was moved by Mr. Williamson, seconded by Mr. Lovenstein, and unanimously

RESOLVED, That the Rules and Regulations recommended by the Committee be adopted on a trial basis for a period of six (6) months.

NEW BUSINESS

Federal Bench Plaques. Mr. Winowich, who had returned from Jury duty, presented the report on the plaques to be given by the Kanawha

County Bar Association to identify and honor the Judges and Clerks of the United States District Court for the Southern District of West Virginia who had used benches now located in the Kanawha County Public Library. After discussion, Mr. Stone recommended that the plaques as exhibited and as follows be approved:

This plaque is given

to honor

The Judges of the United States District Court
for the Southern District of West Virginia
who have used this Judge's Desk in this building

BENJAMIN F. KELLER	1911 - 1921
GEORGE W. McCLINTIC	1921 - 1941
BEN MOORE	1941 - 1958
JOHN A. FIELD, JR.	1959 - 1963

Kanawha County Bar Association

This plaque is given

to honor

The Clerks of the United States District Court
for the Southern District of West Virginia
who have used this Clerk's Desk in this building

EDWIN M. KEATLEY	1911 - 1918
ALBERT V. FITZWATER	1918 - 1921
IRA H. MOTTESHEARD	1921 - 1941
CHARLES LIVELY	1941 - 1942
EARL R. CAVENDER	1942 - 1944
HOMER W. HANNA	1944 - 1960
VIRGIL F. FRIZZELL	1960 - 1963

Kanawha County Bar Association

Boys and Girls Department - Monday Night Opening. The Director was in receipt of a letter addressed to the Board of Directors and signed by Mr. George K. W. Woo. Mr. Woo suggested that the Library Board consider the possibility of having the Boys and Girls Department opened one night each week until nine o'clock. Following discussion, it was moved by Mr. Stone, seconded by Mr. Chilton, that the Director be authorized to extend the closing hours on Monday night from six o'clock to nine o'clock and that this be done on a trial basis of six (6) months. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 14, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 14, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mrs. Brown
Mr. Maurice
Mr. Shonk
Mr. Stone
Mr. Thomas
Mr. Williamson

In the absence of the President, Mr. Stone, Vice President, presided. The Secretary reported that a quorum was present.

Special Report. Mr. Stone introduced Mr. Calvin Estill and Mr. Keith L. Smith who presented a report entitled, "Notes on the Development of a Charleston Metropolitan Area Demonstration Neighborhoods Proposal Under the Demonstration Cities Act." The recently enacted Federal Demonstration Cities Program, it was reported, presented an opportunity "to secure outside help in making a very substantial improvement in the Charleston area." The memorandum was distributed to the members present and additional copies were to be made available to the other members of the Library Board. Following discussion, Mr. Estill and Mr. Smith withdrew.

The minutes of the February 14, 1967, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Following additional comments and discussion on the South Charleston Public Library proposed building project and the heavy use of the Library's facilities, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 117 and General Bills List No. 117, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 116, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Winowich of the items appearing in the Construction Account, Mr. Shonk moved that the payments heretofore made to the following:

Mechanical Piping, Inc.	$ 2,375.00
Estey Corporation	28,892.64
Galperin Music Company	311.00
	$31,578.64

set out on Construction Account Bills List No. 14 be approved. The motion was seconded by Mr. Thomas, and, upon a vote being taken, was carried.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on March 7, 1967. Mr. Shonk, a member of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1967/1968. Following an explanation of the document and discussion, it was moved by Mr. Shonk and duly seconded, that the budget for 1967/1968 be adopted as submitted. Following discussion, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County.

Mr. Shonk moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1967, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the Vice President; and,
>
> RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken the motion carried unanimously.

Mr. Shonk moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1967, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the Vice President; and,

RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken the motion carried unanimously.

Mr. Shonk moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1967, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the Vice President; and,
>
> RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken the motion carried unanimously.

Building Committee. Mr. Shonk reported that the Chesapeake and Potomac Telephone Company of West Virginia had agreed to place eight telephone booths on the Arcade side of the building under conditions set forth by Mr. Ray. These conditions were:

1. Booths will be installed on an "at will" basis.

2. Shrubbery to be planted around the area of the booths. (Incidentally, to be done by the same people doing the Library's plantings.)

3. Booths will be cleaned and maintained regularly by the Telephone Company.

4. Booths will be installed at no cost to the Library.

Following discussion, it was moved by Mr. Shonk, seconded by Mrs. Brown, that Mr. Ray be authorized to enter into an agreement with the Telephone Company under conditions as set forth. Motion carried.

Dedication Committee. There was discussion concerning the reactivation of the Dedication Committee. It was suggested that a formal program be held in The John V. Ray Room at a time during National Library Week, April 16-22, 1967. Mr. Stone asked Mr. Williamson to continue to serve as chairman and invited Mrs. Anderson, Mrs. Brown and Mr. Hopkins to serve with him.

Woman's Kanawha Literary Club. It was moved by Mr. Williamson, seconded by Mr. Thomas, that the Woman's Kanawha Literary Club Bronze Plaque previously located in the lobby of the old public library building be placed in a deserving place in the new public library building. Motion carried.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

A. L. Stone
Vice President

Nicholas Winnick
Secretary

BUDGET 1967/1968
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES

Salaries

Professional	$119,100
Non-Professional	111,563
Substitutes	5,605
	$236,268

Books

Books	$ 64,125
Binding	6,025
Periodicals	4,300
	$ 74,450

Other Expenses

Salaries - Building	$ 24,186
Repairs and Maintenance	1,000
Utilities	21,611
Service Contracts	3,082
Building Supplies	1,500
Office and Library Supplies	9,200
Insurance	3,446
Vehicles - Repairs and Expense	2,900
Furniture and Equipment	1,450
Travel	1,500
Printing	800
Memberships	175
Social Security	10,020
Workmen's Compensation	365
Miscellaneous	1,845
	$ 83,080

TOTAL OPERATING EXPENSES	$393,798

Receipts		
Board of Education	$169,379	
County Court	169,379	
City of Charleston	74,040	
St. Albans	10,000	
Miscellaneous	12,000	
Total	$434,798	
Transfer to Capital Improvements	41,000	
Total for Operations		$393,798

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1967/1968

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,200	$ 14,400
Chief Children's Librarian	Wilma Brown	675	8,100
Chief Catalog Librarian	Alice Gygax	675	8,100
Chief Circulation Librarian	Ruth Figgatt	675	8,100
Chief Reference Librarian	Frances Gerard	600	7,200
Chief Extension Librarian	Frances Swope	675	8,100
Circulation Librarian	Frances Dillinger	575	6,900
Circulation Librarian	Eleanor Keenan	550	6,600
Circulation Librarian	To Be Appointed	525	6,300
Reference Librarian	June Martin	550	6,600
Extension Librarian	Evelyn Coskey	525	6,300
Extension Librarian	Helen Miller	575	6,900
Branch Librarian	Clara Hampton	600	7,200
Preparation Librarian	Robert Simmons	475	5,700
Catalog Librarian	To Be Appointed	525	6,300
Children's Librarian	To Be Appointed	525	6,300
			$119,100

Non-Professional Staff

Executive Assistant	Lorena Ammar	$ 500	$ 6,000
Special Clerk, Catalog	Mae Thomas	345	4,140
Special Clerk, Branch	Henrietta Kidd	330	3,960
Special Clerk, Branch	Martha Moran	330	3,960
Senior Clerk, Office	Barbara Steele	325	3,900
Junior Clerk, Office	Joyce Young	245	2,940
Senior Clerk, Extension	Laverta Spurlock	325	3,900
Junior Clerk, Extension	Franca Martin	275	3,300

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Janet McCune	$ 245	$ 2,940
Junior Clerk, Extension	Regina McLendon	245	2,940
Junior Clerk, Extension	Sandra Holstein	245	2,940
Junior Clerk, Catalog	Barbara Baldy	275	3,300
Junior Clerk, Catalog	Virginia Gilbert	245	2,940
Junior Clerk, Catalog	Jacqueline Smith	255	3,060
Junior Clerk, Catalog	Lucy Jane White	255	3,060
Junior Clerk, Catalog	Patricia Whitlock	245	2,940
Junior Clerk, Circulation	Nancy Hardman	265	3,180
Junior Clerk, Circulation	Mary E. Greene	265	3,180
Junior Clerk, Circulation	Cortez Johnson	275	3,300
Junior Clerk, Circulation	Sara Meadows	245	2,940
Junior Clerk, Circulation	Becky Wright	245	2,940
Junior Clerk, Circulation	Patti Pekrul	245	2,940
Junior Clerk, Boys and Girls	Dianne Allison	255	3,060
Junior Clerk, Boys and Girls	Betty Jane Harper	265	3,180
Junior Clerk, Boys and Girls	Sarah Jane Miller	255	3,060
Junior Clerk, Boys and Girls	To Be Appointed	235	2,820
Bookmobile Driver	Floyd Bowen	405	4,860
Messenger			2,000
Pages - 145 hrs. per week x 52 @ $1.00			7,540
Pages - 234 hrs. per week x 52 @ 85¢			10,343
			$111,563

Substitutes

1 librarian equivalent to 3 months (circ.)	$ 1,700
1 librarian equivalent to 6 months (ref.)	3,150
1 truck driver for deposit collections	350
1 substitute bookmobile driver	405
	$ 5,605

Books

Books		
Boys and Girls	$10,500	
Circulation	21,100	
Extension	19,800	
Reference	8,000	
St. Albans	2,900	
		$62,300
Phonograph Records	$ 1,700	
Binding	6,025	
Periodicals	4,300	
Postage	125	
		12,150
		$74,450

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	To Be Appointed	$ 600	$ 7,200
Janitor	Herbert Hundley	280	3,360
Janitor	Bernard Ellis	260	3,120
Janitor	Clarence Jones	230	2,760
Janitor (Part-time)	Moses Adams	130	1,560
Janitress (Part-time)	Mary Frances Lee	110	1,320
Elevator Attendants - 2 (Part-time)	To Be Appointed		3,366
Janitor, Branch	Harold Means	125	1,500
			$ 24,186

Repairs and Maintenance

General Repairs	$1,000

Utilities

Electricity	$15,136
Gas	2,900
Telephone	2,675
Sewerage	400
Water	500
	$21,611

Service Contracts

Office machines	$ 700
General Window Cleaning	252
Property Protection Company - recharging of fire extinguishers	30
Elevators (2) Booklift (1)	2,100
	$3,082

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	1,000
	$1,500

Office and Library Supplies

Office Supplies	
Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$2,300
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	3,900
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	500
Postage	
Postal cards, stamped envelopes and stamps	2,500
	$9,200

Insurance

Comprehensive Insurance Program	$3,446

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,300
Washing bookmobile and truck	100
Bookmobile and truck - maintenance and repair	1,500
	$2,900

Furniture and Equipment

1 Typewriter	$ 450
Pagemaster	1,000
	$1,450

Travel

Director to attend American Library Association Midwinter Meeting	$ 300
Director and two staff members to attend American Library Association annual Summer Meeting	700
Director and two staff members to attend Middle Atlantic Regional Library Conference	500
	$1,500

Printing

Annual reports .. 1,000	$200
Bookmobile - Fall/Winter schedules	200
Bookmobile - Summer schedules	200
Publications - booklists, bookmarks, posters and informational literature	200
	$800

Memberships

American Library Association	$170
West Virginia Library Association	5
	$175

Social Security

Contribution on earnings up to $6,600	$10,020

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile drivers) at 10¢ per $100	$225
Amount based on Class K-4 employees (building staff) at 35¢ per $100	80
Amount based on Class G-11 employees (bookmobile drivers) at 80¢ per $100	60
	$365

Miscellaneous

Ads in library publications	$ 25
Legal advertising	230
Audit	900
Refunds on lost books - paid	275
Refunds on deposits	15
Petty cash disbursements	400
	$1,845

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 11, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 11, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the March 14, 1967, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. There were questions, comments and discussion concerning bomb damages to the book depository, canopy and wall of our St. Albans Branch, the Library sponsored, "An Evening of Poetry" with Dolly Sherwood, the Monday night opening, until 9 o'clock, of the Boys and Girls Department, the resignation of Mrs. Frances Alderson Swope after twenty-two years of service to this institution and the reaction of several high school boys to the sculpture fountain. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 118 and General Bills List No. 118, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 117, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building Committee. Mr. Lovenstein reported that the building project was substantially completed (95%) and he commented on the remaining work to be done and problems to be faced:

1. Installation of telephone booths on the Arcade side of the building has begun,

2. Shop drawings for the grillwork (similar to that installed in the bookmobile enclosure and to be placed on the Quarrier Street sidewalk-level windows) have been completed by the architect and are in process of being fabricated,

3. The necessity of extending the loggia step at the Capitol Street main entrance to help prevent accidents and to promote safety,

4. The chains and posts at the Quarrier Street and Summers Street entrance/exit have been installed to eliminate unauthorized parking when the library is closed,

5. The aluminum letters which are to identify the Kanawha County Public Library and are to be placed on the Summers Street side of the building have been lost in transit,

6. Following an exchange of communication with the committee, Mr. Duncan favors the use of the single handrail at the outside steps rather than the wall hung,

7. Finally, washing of the outside walls facing Summers Street and the Arcade are being completed.

It was moved by Mr. Lovenstein, seconded by Mrs. Brown, that the Charleston Tile and Marble Works, Inc., estimate to furnish materials and labor and to install a granite platform, an extension of the loggia step at the Capitol Street entrance, for five hundred seventy-five dollars ($575.00) be accepted. Following discussion, the motion carried.

It was moved by Mr. Stone, seconded by Mrs. Anderson, that Mr. Lovenstein be authorized and directed to write an appropriate letter to Mr. Duncan inviting him to schedule his next working visit to Charleston as soon as possible so that the building project can be completed and the payment for painting of the pipes and conduit on the lower level can be resolved. Following discussion, motion carried.

Landscape Plantings. Mr. Shonk reported that the plantings in the plaza and the Arcade are complete but for the two ginkgo trees. It was our design to plant trees which are 12-15 feet in height. If this size is not located and available, Mr. Shonk said, trees 10-12 feet in height will be used.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Messrs. Kleeman, Lovenstein and Williamson expire on June 30, 1967, the President appointed a Library Board Membership Committee consisting of Mr. Stone, Chairman, Mrs. Brown and Mr. Frink to consider and recommend nominations for the Library Board of Directors. The Committee was asked to make its report at the May meeting.

Community Council of Kanawha Valley, Inc. It was moved by Mr. Lovenstein and seconded by Mrs. Brown, that Mrs. Anderson and the Director be named as the Library's delegates to the Community Council of Kanawha Valley, Inc. for 1967. The motion carried.

Middle Atlantic Regional Library Conference. The Director reported that he attended a meeting of the Planning Committee (of which he is Exhibits Chairman) of the Middle Atlantic Regional Library Conference in Atlantic City, New Jersey, on March 30-April 1, 1967. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That the expenses of the Director, not to exceed $30.00, be paid for attendance at the Middle Atlantic Regional Library Conference, Planning Committee Meeting held in Atlantic City, New Jersey, on March 30-April 1, 1967.

Nominating Committee - Election of Officers. It was moved, seconded and carried, that the following be appointed a committee to nominate officers for the year 1967/1968:

> Mr. Hopkins, Chairman
> Mr. Shonk
> Mrs. Anderson

Appointment of Building Superintendent. The Director presented the application of Mr. James L. Thomas for the position of Building Superintendent. After discussion, it was moved by Mr. Stone, seconded by Mr. Lovenstein and unanimously

> RESOLVED, That Mr. James L. Thomas be appointed Building Superintendent effective April 1, 1967, at an annual salary of $6,600.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

John V. Ray
President

Nicholas Umnovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 9, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Snyder
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the April 11, 1967, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. There were questions, discussion and comments concerning the Library's microfilm files of the Charleston Daily Mail and Charleston Gazette. It was felt that an index of both newspapers would be useful and valuable and the Director was asked to explore possibilities. Also discussed were Library sponsored programs in The John V. Ray Room, the old bookmobile, the proposed, new public library in South Charleston (preliminary drawings were viewed by the members present) and the bomb damage at the branch in St. Albans. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 119 and General Bills List No. 119, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Snyder and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 118, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Snyder, and duly passed, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building Committee. The Director reported for the chairman and said that the

1. Telephone booths have been installed on the Promenade and were in operation,

2. Ginkgo trees (2) have been planted on the plaza,

3. Step at the Capitol Street entrance was extended and improved,

4. Smokestack needed to be heightened an additional 9 feet,

5. Grillwork for the Quarrier Street windows was being fabricated,

6. Handrails (4) on the Capitol Street steps have been suggested, and

7. Plantings of additional shrubs near Capitol Street to eliminate pedestrians from "cutting corners" and wearing down our grass was recommended and at a cost of $65.00. Upon motion duly made, seconded and carried the committee was authorized to have purchased and installed the necessary shrubs.

Library Board Memberships. It was moved by Mr. Stone, seconded by Dr. Harper, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Mr. Sydney M. Kleeman, for a term of six (6) years beginning July 1, 1967, (ii) Mr. L. K. Lovenstein, for a term of six (6) years beginning July 1, 1967, and (iii) Mr. Charles A. Williamson, for a term of six (6) years beginning July 1, 1967. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

NEW BUSINESS

Purchase Agreement - Fourth Payment. The Director reported that a fourth payment $40,795.69, ($17,111.69 of interest and $23,684.00 of principal) will be due and payable on June 1, 1967, to General Services Administration Region III. Following discussion, it was moved by Mr. Snyder, seconded by Mr. Lovenstein that the said payment be made at the due date. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 13, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 13, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Lovenstein
Mr. Shonk
Mr. Snyder
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the May 9, 1967, meeting were approved. Mr. Ray welcomed Mr. Malcolm Duncan, Project Architect, who was also present.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. He answered questions regarding branch libraries, the proposed library building project in South Charleston, the retirement of Mrs. Frances Alderson Swope, the Federally enacted Library Services and Construction Act and the proposed addition to the St. Albans Branch. Following discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 120 and General Bills List No. 120, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the

two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 119, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Winowich and Mr. Shonk of the items appearing in the Construction Account, Mr. Snyder moved that the payment heretofore made to the following:

Terrascape Nurseries	$553.50

set out on Construction Account Bills List No. 15 be approved. The motion was seconded by Mr. Shonk, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Duncan, Project Architect, reported that he was pleased with the work completed and confident that the remaining things to be done would be completed soon and without difficulty. He suggested consideration of the following:

1) The installation of additional pieces of granite to the loggia step at the Capitol Street entrance thus making a ramp approach into the library building; and

2) The removal of the fan from the fresh air intake unit located on the roof, the extension and installation of approximately 75 feet of duct

along the surface of the roof to the Capitol Street end of the building and the installation of the fan at this point. This work is necessary to correct and overcome the problem of exhaust fumes from entering the fresh air intake from the chimney.

Following discussion, it was decided that the Architect should obtain an estimate of the cost of each of the said items.

Audit Report. Mr. Lovenstein reported that the State Tax Commissioner recently completed an audit of the Library's construction project. The audit was required by the West Virginia Library Commission and the Appalachian Regional Commission, in order that the Library will receive the remainder of the Appalachian and Library Services and Construction funds, totaling $43,733.38. Mr. Lovenstein added that the audit report had been submitted to the Library Commission, and as soon as it is completed, a required statement from the Architect that the project has been substantially completed will be submitted, and it is expected that the processing of the checks will be completed and the checks will be forwarded to the Kanawha County Public Library in the near future. Upon motion duly made, seconded and carried the audit report was ordered received and filed.

Grounds Committee. Mr. Shonk reported that the plantings of shrubbery and trees were satisfactory and the introduction of chipped granite in areas where pedestrians might walk has proved desirable. He exhibited photographs of the planting and it was the desire of the members present that they become a part of the minutes of this meeting.

Bronze Plaque for Cornerstone. Mr. Ray suggested that a bronze plaque be purchased and installed on the cornerstone of the former Library and Capitol Annex Building, which cornerstone has been removed to the south side of the new library building. A sketch of the proposed plaque was approved by the members present. It was moved by Mr. Snyder, seconded by Mr. Shonk, and unanimously carried, that the purchase and installation of a bronze plaque to identify the cornerstone is desirable and meaningful and that the President and Director be authorized and directed to cause the plaque to be placed on the cornerstone. A copy of the sketch approved by the Library Board was ordered to be attached to the minutes of this meeting as a part thereof.

The Chairman announced the impending resignation of Frances Alderson Swope, Chief Extension Librarian, and the Director spoke of her fine service to Kanawha County Public Library. Mr. Stone moved that the following resolution be adopted:

RESOLVED, That it is with sincere regret that the Library Board records the resignation of Mrs. Kenneth D. Swope (Frances Alderson Swope) as Chief Extension Librarian; and

RESOLVED, That it recognizes with pride and affection her dedicated and distinctive efforts performed with professional and personal dignity and ability; and

RESOLVED FURTHER, That her twenty-two years of service to this institution shall remind us of the role she played in helping to make a bigger and better Kanawha County Public Library; and

NOW, THEREFORE BE IT RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Mrs. Swope and to her family.

The motion was seconded by Mr. Shonk, and upon a vote being taken was carried unanimously.

Position Vacancies. The Director recommended that Mrs. Helen B. Miller be promoted to Chief Extension Librarian, replacing Mrs. Frances Swope who retired. Following discussion it was moved by Mr. Thomas, seconded by Mr. Lovenstein and unanimously

> RESOLVED, That Mrs. Helen Miller be appointed Chief Extension Librarian, effective July 1, 1967, at an annual salary of $7,200.

The Director reported that a vacancy exists in the Circulation Department. He presented the application of Miss Beulah Jo Price and reported on her educational background, personal qualifications and her professional library experience. The Director recommended that she be appointed. It was moved by Mr. Lovenstein, seconded by Mr. Snyder and unanimously

> RESOLVED, That Miss Beulah Jo Price be appointed Circulation Librarian Assistant, effective June 12, 1967, at an annual salary of $6,600.

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in San Francisco, California, from June 23-30, 1967. Upon motion duly made by Mr. Snyder and seconded by Mr. Shonk, it was unanimously

> RESOLVED, That the expenses for the Director and an allowance of $100 each for two staff members be paid for attendance at the American Library Association's Annual Conference, June 23-30, 1967.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John L. Kay
President

Nicholas Winnicki
Secretary

HERE RESTS THE CORNERSTONE OF THE WEST VIRGINIA STATE CAPITOL ANNEX, ERECTED IN 1903 AT THE SOUTHWEST CORNER OF LEE AND HALE STREETS IN CHARLESTON. THE ANNEX SERVED FROM 1926 TO 1933 AS THE CHARLESTON PUBLIC LIBRARY AND AS THE KANAWHA COUNTY PUBLIC LIBRARY FROM 1933 UNTIL THE DEMOLITION OF THE BUILDING AND THE REMOVAL OF THE LIBRARY TO THIS SITE IN 1966.

24"

PROVIDE ANCHORAGE FOR EXISTING CONCRETE OR GRANITE, TO BE INSTALLED ON HORIZONTAL SURFACE, OUTDOOR
MAKE ONE (1) PLAQUE OF BRONZE WITH 1/2" HIGH LETTERS, POLISHED FACE, STYLE _____
SUBMIT RUBBING OF LETTERING FOR APPROVAL SCALE: 3"=1'-0" J. RUSSELL BAILEY, ARCH., ORANGE, VA. 6/21/

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 7, 1967

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 7, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Chilton
Mr. Frink
Mr. Hopkins
Mr. Jacobson
Mr. Kleeman
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present.

The minutes of the June 13, 1967 meeting were approved.

Resolution on the Life and Service to the Library of Mr. Donald Carey Shonk. Upon motion by Mr. Jacobson, seconded by Mr. Kleeman, the following resolution was adopted unanimously:

WHEREAS, It is with sadness and regret that we record the passing of Donald Carey Shonk who died at his residence on June 19, 1967.

Donald Carey Shonk served as a member of the Board of Directors of the Kanawha County Public Library since May, 1949. He accepted and fulfilled his duties and obligations with enthusiasm and devotion. Committee assignments were never small, dull nor dreary. Any task received the full measure of his attention, ability and wise counsel always accompanied by the well-known Shonk Smile.

His relations with the library staff, as with all his friends, were made happy by constant kindness and generous and affectionate consideration; and,

WHEREAS, In this, the first meeting since the death of our friend and fellow member the Library Board of Directors and Staff wish to give expression to its sense of personal loss;

IT IS HEREBY RESOLVED, That, a copy of this resolution shall be transmitted to the family of Donald Carey Shonk, to whom we extend sincerest sympathy and that this remembrance be spread upon the minutes of this meeting.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. There was discussion concerning bomb damages to the St. Albans Branch and the authorization by the insurance company representative to accept the proposal as submitted by Earl T. Browder, Inc., the St. Albans Town Fair held in support of the Branch operation and Mr. Duncan's working visit to the Library on June 12 and 13. Afterwards the Director's report was accepted and ordered filed.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1967. Following discussion it was regularly moved, seconded and carried, that the report be submitted to the Book Committee, and, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Approval of Bills. The Director submitted Book Bills List No. 121 and General Bills List No. 121, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Lovenstein and duly passed, it was ordered that the bills set out

on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 120, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Lovenstein and duly passed, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building Committee. Mr. Lovenstein, Chairman, reported the following:

1. Mr. Duncan completed another working visit to the Library on June 12 and 13 and subsequently submitted a punch list of work remaining to be completed by each of the contractors; and

2. A drawing of the cornerstone plaque, prepared by Mr. Duncan, was distributed for viewing by the members present; and

3. A contractor's affidavit of release of liens has been submitted by E. L. Harris and Son, Inc., and received by the Library with the expectation that similar documents will be furnished by the other contractors (Mechanical Piping and Ford Electric); and

4. Bronze lettering (reading Kanawha County Public Library) has been installed near the entrance on Summers Street; and

5. Aluminum grillwork, similar to that used at the bookmobile enclosure, has been received and will be installed on the Quarrier Street windows following removal of the iron bars.

6. Drawing showing new ramps at the Capitol Street entrance of the Library building.

St. Albans Branch Bomb Damages. It was moved by Mr. Lovenstein, seconded by Mr. Frink, that, in accordance with the authorization received by the Director from Mr. Sam Patton, General Adjustment Bureau, on June 19, 1967, the Library accept the offer or bid submitted by Earl T. Browder, Inc., to furnish all labor and materials required to repair and return to original conditions all property of St. Albans Branch damaged by bomb, at a fixed lump sum of $1,333.81, and the motion carried.

Audit - May 16, 1967 Net Balance. It was moved by Mr. Lovenstein, seconded by Mr. Kleeman and unanimously

> RESOLVED, That the May 16, 1967 Audit net balance in the Construction Account be carried over into the Construction Account of the 1967/1968 budget.

Budget - Unexpended Items. It was moved by Mr. Lovenstein, seconded by Mr. Kleeman and unanimously

> RESOLVED, That the unexpended monies in the salaries and moving costs account and sheriff's balance be spent for construction purposes, unless the Library Board shall hereafter direct the expenditure thereof be made for operating expenses and/or other library purposes.

Ramps at Capitol Street Entrance Door. Following discussion, the Director was authorized to seek bids using granite slabs for the project and/or using granite slabs with concrete panels.

Cornerstone Plaque. It was moved by Mr. Hopkins, seconded by Mr. Stone, that the Director be authorized to have the plaque made and installed according to plans submitted by the architect and viewed by the members present. A copy of the plans is to be filed with the minutes. Motion carried.

NEW BUSINESS

Election of Officers. Mr. Hopkins read the report of the Nominating Committee, which is as follows:

> "The Nominating Committee prefaces its report with the unanimous commendation to Mr. John V. Ray, outgoing President, for his outstanding service and devotion to Kanawha County Public Library.
>
> The Nominating Committee is pleased and privileged to submit for your consideration and election the following nominees as officers of the Board of Directors of the Kanawha County Public Library:
>
> FOR PRESIDENT: MR. A. GUY STONE
> FOR VICE PRESIDENT: MR. L. K. LOVENSTEIN
> FOR SECRETARY-TREASURER: MR. NICHOLAS WINOWICH
>
> NOMINATING COMMITTEE
>
> Mr. Charles Hopkins, Chairman
> Mrs. Wilson Anderson, Member
> Mr. Don Shonk, Member"

An election was held as provided in the Bylaws and the following were elected for a term of one year ending June 30, 1968, and until their successors are duly elected:

President	- A. Guy Stone
Vice President	- L. K. Lovenstein
Secretary/Treasurer	- Nicholas Winowich

American Library Association. The Director presented a report on the Annual Conference of the American Library Association held in San Francisco, California, June 23-30, 1967.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

Colophon - John V. Ray. Mr. Stone spoke briefly for the members of the Board of Directors when he said that John V. Ray served the Kanawha County Public Library with distinction and devotion. Afterwards, Mr. Stone invited the members present to take refreshments being served in Mr. Ray's honor. Mrs. Ray joined us on the occasion and Mrs. Brown served.

There being no further business, the meeting on motion duly adopted, adjourned.

President

Nicholas Winnrich
Secretary

ANNUAL REPORT

1966-1967

KANAWHA COUNTY PUBLIC LIBRARY

CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
L. K. Lovenstein, First Vice President
A. Guy Stone, Second Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
William J. Frink
Arthur Hanson
O. M. Harper
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
Leonard Riggleman
Donald C. Shonk (Deceased)
Walter F. Snyder
L. Newton Thomas
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
June Martin
Harold McKinstry
Helen Miller
Beulah Jo Price
Robert F. Simmons
Frances A. Swope

Non-Professional

Lorena Ammar
Barbara Baldy
Floyd Bowen
Carol Cain
Virginia Gilbert
Mary Greene
Nancy Hardman
Betty Jane Harper
Sandra Holstein
Cortez Johnson
Henrietta Kidd
Franca Martin
Janet McCune
Regina McLendon
Sara Meadows
Jean Miller
Martha Moran
Patty Pekrul
Jacqueline Smith
Laverta Spurlock
Barbara Steele
Mae Thomas
Patricia Whitlock
Becky Wright
Joyce Young

Building Staff

James L. Thomas, Building Superintendent

Bernard Ellis
Herbert Hundley
Clarence Jones

33 Additional Part-Time Staff Members

ANNUAL REPORT 1966/1967

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1966, to June 30, 1967, is herewith submitted:

President Johnson, on July 19, 1966, signed into law the Library Services and Construction Act Amendments of 1966. This action represents a five-year extension of a bill which originated in 1956. This same legislation, you will recall, was of particular benefit to us when $187,050.00 was made available to the Kanawha County Public Library building project. Funds under the law are provided through the West Virginia Library Commission for the following purposes:

Title I

Monies may be used for general library expenses - books, library equipment and other operating costs.

Title II

Construction of public library buildings.

Titles III and IV are new:

Title III

In order to stimulate interlibrary cooperation, Title III supplies funds for establishing and maintaining local, regional, state or interstate cooperative networks.

Title IV

Section A allows for expenditures of funds for books and other library materials for "inmates, patients or residents of penal institutions, reformatories, residential training schools, orphanages, or general special institutions or hospitals operated by the state."

Section B encourages a better service for the physically handicapped, including the blind.

The Boards of Directors and staffs of the libraries in Dunbar, Nitro, Sissonville and South Charleston responded appreciatively when the Director announced that the window air-conditioners and surplus library furniture presently being used by the library at its Lee and Hale Streets location, would be made available to them on a loan basis. Letters, telephone calls and personal visits were made by the folks in each of the communities, expressing thanks and extending appreciation to the Kanawha County Public Library Board for their kind and generous offer.

Bids were opened on September 30, 1966, at 3:00 p.m. for the work to be performed in moving the library from its present location to its new address at 123 Capitol Street. Nelson Transfer and Storage submitted a bid for $8,559.00. Myers, Incorporated submitted a bid for $32,312.94. The Library Board ratified, approved and confirmed the contract by and between Kanawha County Public Library and Nelson Transfer and Storage Company covering the work to move all of the tangible personal property from the old library building to the new library building at 123 Capitol Street.

Since May, 1926, the Kanawha County Public Library served its constituency from the Lee and Hale Street address. On November 14, 1966, 40 years later, it closed those doors forever in preparation for its move to the new location at 123 Capitol Street.

I was reminded of what the boxer said on the post-fight radio/television show, "It was a tough fight and I'm glad I won." Moving the library can be summed-up in pretty much the same way. It could have been a traumatic experience for a number of people.

The glamour, excitement and challenge of the move soon disappeared into hard work, long hours, delays and frustrations. Herb Hundley, Floyd Bowen, Bernie Ellis, Clarence Jones and Larry Givens deserve special recognition. They came to work. They arrived early and stayed late. Without them, things would have been difficult. Somehow, we overcame such frustrating situations as: difficulties with elevators and booklift; unavailability of two major areas (lower level and first floor) for occupancy and as a consequence book boxes and furniture had to be shoved into every conceivable free space; jurisdictional dispute over installation of bookstacks; and failure and malfunction of certain pieces of mechanical equipment.

FURNITURE AND EQUIPMENT

Purchase and installation of furniture and equipment was accepted as follows:

Library Tables, Library Chairs, Technical Library Equipment and Wood Shelving was awarded to Business Systems and Equipment Company, Inc., of Charleston, West Virginia, at a lump sum of	$36,390.64
Steel Shelving was awarded to Estey Corporation, Silver Spring, Maryland, at a lump sum of	28,818.00
Office Equipment and Lounge Furniture, etc., was awarded to The S. Spencer Moore Company of Charleston, West Virginia, at a lump sum of	29,996.35
	$95,204.99

Most of the new office and library furniture and equipment began to arrive before construction was completed. This involved temporary storage on the premises, for installation at a later date and at the designated locations.

Library service to the public was begun from its Capitol Street location on January 5, 1967. The community's response has been registered and recorded. The Charleston Daily Mail and The Charleston Gazette, by way of pictures, copy and editorials have told our story. Other news media, television and radio stations, were generous and considerate in their coverage of a significant event. Persons who have come and seen the interior of the building were impressed. As a matter of fact, perhaps the key descriptive word might be "overwhelmed." It seemed as though more people used this term of expression than any other one.

As for the staff, it is pleased and proud to be a part of the new Kanawha County Public Library and to work in such handsome and comfortable surroundings. It continued, for perhaps the next several months, to push, shove and squeeze the little bits and pieces that still needed to fall into place. For example, we asked ourselves, was there a better place for this chair, that table? But more important, in the light of "living in" and gaining experience from the things we saw and did we recognized that certain routines were to be modified and new ones adopted.

A number of exciting things happened in January, 1967, that perhaps deserve some additional attention. One particular Saturday, January 27, everything seemed to go wrong despite an earnest effort to put our "best foot forward." Following a brief period of disarming peace and quiet, the proverbial roof caved in. Beginning with what has now become known as the "elevator incident," things began to happen. At about 11:00 a.m. the "darn thing" answered a call at the fourth floor and remained at that station because the door failed to open. After about an hour of crying, "carrying on" by those inside the car and earnest efforts on the part of the staff and fire department outside the car, the opening was forced and the

passengers released. The machine remained inoperative for the rest of the day. The elevator score at this point was one down and one to go. Traffic was routed to the elevator at the other side of the building (Summers Street) which functioned smoothly for about half an hour when it, too, "bit the dust." There we were, with what appeared to be a zillion library visitors and no elevator service. So, we did the next best thing. Everybody walked up and down the stairs. Almost simultaneously, the Boys and Girls Department reported a leak in the ceiling. An investigation led us to a lake on the fourth floor and a valve leak in a humidity control machine on the fifth floor (attic). Some time just before closing, everything seemed to be in order and I returned home. At approximately 6:30 p.m. the police department telephoned to inform me that a lady had been locked in the building and it was obvious that she wanted out.

We began to keep a record of the number of groups and individuals who made scheduled and unscheduled tours of the new library building. But some place along the line the continuous rush of people and turn-of-events precluded any such effort. Our best guess seems to be embodied in one word - MANY, and the use of that adjective might just be an understatement.

One of the real exciting and innovative events scheduled by the Kanawha County Public Library was "An Evening of Poetry" with Dolly Sherwood, on April 27, 1967, in The John V. Ray Room. The almost standing-room-only crowd of 55 persons was receptive to the program and enthusiastic in its endorsement of such future activities.

The Kanawha County Public Library received 693 rolls of microfilm from the files of the Charleston Daily Mail and The Charleston Gazette dating back as far as 1895. The microfilm covers the Daily Mail from 1914 to 1948 and the Gazette from 1895 to 1905 and from 1924 to 1952. The rolls are

valued at $5,600 and were presented by the West Virginia Library Commission under the Library Services and Construction Act, Title I.

Several art exhibits received considerable attention from thousands of visitors to the library. The stitchery produced by the seventh grade at St. Anthony's School and patterned after the Bayeux Tapestry was on view in The John V. Ray Room; Patti Herscher's work, "Lady Bird Do You Have A Headache," presented by the Adult Education Art Class of Charleston High School appeared in the fourth floor Corridor Gallery; and the Polish Peasant Folk Art Festival prepared by the staff was exhibited in the Boys and Girls Department. Each brought large crowds of people into the library, some of whom had not visited previously.

Mr. Sydney Kleeman announced that Frankenberger's Annual Seasons Greeting for 1967 to its many friends and customers would be an etching of the new Kanawha County Public Library by James Swann, of Chicago.

BOYS AND GIRLS DEPARTMENT

An added measure of service was inaugurated in March, 1967, when the Boys and Girls Department offered, for the first time, evening hours on Monday nights until 9:00 p.m.

The department is in receipt of some useful and valuable gifts. Dr. and Mrs. Kovacevich presented several autographed works written and illustrated by Mischa Damgan who incidentally visited the library several years ago. Miss Ann Koontz presented an autographed copy of a book by Marguerite Henry.

Fall activities in the Boys and Girls Department usually begin shortly after the start of the school year. Miss Brown spends many mornings and

afternoons visiting schools while talking with teachers, principals and children about stories, books and the new library building.

The Children's Book Review Program over Radio Station WTIP observed its fifth anniversary in October, 1966. Although the Sunday afternoon at 1:00 p.m. show may not have a tremendously large "Nielson Audience Rating," its satisfaction level, nevertheless is quite high.

Beginning in January and for months afterwards, like Mother Hubbard's cupboard, our book shelves were practically bare because of the heavy and sustaining demand for children's books. The fact of the matter, on Saturdays especially when more parents and children were in evidence, one could observe a crowd of people at the circulation desk waiting for books to be slipped after they were returned. The staff informed me, in the absence of any figures at hand, that we lent more books on a Saturday morning in the new building than we did in an entire week at our previous location. For example, on Saturday, January 7, 1967, the department charged for loan nearly 3,800 books. By comparison, the best previous record was several years ago when nearly 2,000 children's books were circulated.

BUILDING AND GROUNDS

Informational manuals on the care and maintenance of various pieces of mechanical and electrical machinery such as heating plant, air conditioning and electrical generator were assembled for distribution to and study by the custodial staff. We felt that getting started early would help us to achieve a quicker and easier understanding of and better preparation for the things which the custodial men would be responsible for in the new library building. Later would come intensive instructions to be given by the mechanical and electrical engineers and mechanical and electrical contractors.

CATALOG DEPARTMENT

Quietly and diligently the ordering and processing of library materials continued in spite of everything. Mrs. Alice Gygax, Chief, Catalog Department, and her staff are to be commended for their dedication to duty.

CIRCULATION DEPARTMENT

Enthusiastically endorsed by the schools, the library cooperated with the Woman's Club of Charleston to provide a new service, intended to encourage junior and senior high school students in schoolwork which involves a search for and the use of public library materials. This special effort began on October 4, 1966. Specially designated and trained "Encouragement Aides" were in the library each Tuesday evening from 6:30 to 8:30 p.m. This program is good for a number of reasons, two of which are: (1) it offers personal attention which our staff cannot extend because of heavy demand by all library users; and (2) it saves "wear and tear" on librarians. The reaction of all parties involved in the project was favorable. The ladies were enthusiastic and helpful; there was evidence that the students recognized and accepted such meaningful language as the card catalog, Dewey Decimal System and Reader's Guide; and the librarians acknowledged the useful and valuable service assistance.

EXTENSION DEPARTMENT

Mrs. Frances Alderson Swope announced that she was planning to retire effective July 1, 1967. Her twenty-two years of service to this institution reflect dignity, dedication and distinction. Mrs. Swope said, "My years in

the Kanawha County Public Library have been happy and stimulating, for there was always so much work to be done, and there were so many goals to be achieved. It pleases me to have had a share in the library's progress toward some of its goals."

RESIGNATION RESOLUTION

The Library Board unanimously adopted the following resolution:

RESOLVED, That it is with sincere regret that the Library Board records the resignation of Mrs. Kenneth D. Swope (Frances Alderson Swope) as Chief Extension Librarian; and

RESOLVED, That it recognizes with pride and affection her dedicated and distinctive efforts performed with professional and personal dignity and ability; and

RESOLVED FURTHER, That her twenty-two years of service to this institution shall remind us of the role she played in helping to make a bigger and better Kanawha County Public Library; and

NOW, THEREFORE BE IT RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Mrs. Swope and to her family.

Our "library on wheels," the bookmobile, began to show its age after 13 years and nearly 200,000 miles of travel. Maintenance was becoming expensive. Purchased in 1954 for $11,887.00, a comparable vehicle, at today's prices, would cost about $30,000.00. The Library Board agreed to consider the purchase of a new vehicle when funding under the Library Services and Construction Act became possible.

Noble Order of Bookworm awards, pins and certificates were presented to 3,302 boys and girls of Kanawha County. Each of the children read at least fifty books during the school year.

ST. ALBANS BRANCH LIBRARY

Mrs. Clara Hampton, Branch Librarian, reported that the Annual St. Albans Town Fair, promoted for the benefit of the St. Albans Branch, netted an income of $8,257.98. At the annual meeting of the St. Albans Library Board the following persons were elected to office:

Chairman - Mr. Don Springer
Vice Chairman - Mr. Jim Del Forge
Treasurer - Mr. Henry Hinckley
Secretary - Mr. W. J. Frink

In March, 1967, our St. Albans Branch sustained damages to its book depository fixture, surrounding wall and canopy when a homemade bomb was exploded. We have been authorized by the insurance company representative to accept a proposal submitted by Earl T. Browder, Inc., who agreed to furnish labor and materials and to restore the building to a like new condition at a cost of $1,333.81.

SOUTH CHARLESTON PUBLIC LIBRARY

The Library Board of Directors of South Charleston employed Mr. Howard Johe, A.I.A., to do the architectural work on the new public library building scheduled to be completed by Spring, 1969. Preliminary discussions have taken place involving people from the West Virginia Library Commission and Appalachian Regional Commission. Applications for funding under the Library Services Construction Act and Appalachian Regional Development Act are being processed. "Guesstimates" on the project cost are in the $300,000 range for a 10,000 square feet facility. By comparison, in St. Albans the total project cost for 6,000 square feet was $144,100.

INSIDE THE NEW KANAWHA COUNTY PUBLIC LIBRARY

On the Lower Level are offices of the Extension Department, display windows fronting Quarrier Street, a special entrance for the physically disadvantaged (wheel chairs are available) and the library's drive-in window service, located on the Summers Street side. Here you may pick up books (call in advance) and return them. The library is one of few in the country that features this drive-in convenience.

The First Floor includes an expansive, carpeted adult reading center; the handsome, separately-enclosed Roy Bird Cook Room, housing West Virginia materials; and the George S. Laidley Room containing the Rare Books collection; Reference Department; the Music Room with its individual record player-earphone units; and the circulation desk.

The library's Second Floor embodies a singular note of distinction. It features the old and refinished Federal Judge's Bench, converted into an elegant reading table for oversized books. On the Second Floor, also, are the adult non-fiction section, the room housing an extensive mounted pictures collection and individual study carrels.

Main areas on the Third Floor include the walnut-paneled John V. Ray Room designed to accommodate story hour, puppet, art exhibit, film and lecture presentations, and educational television programming; and the Boys and Girls Department (pre-schoolers through eighth grade) with its special Parents' Lounge.

Highlighting the Fourth Floor are the library's administrative offices, the Board of Directors' Conference Room, a professional library, materials preparation center, and a hall gallery for art exhibits.

A large alcove on the Fifth Floor serves as a Seminar Room where you may pursue your research at your own pace. For example, you may leave your materials to "take a break," come back in an hour or so, and return to your work as you left it. To further assist you, coin-operated typewriters are located here.

A public elevator from the Lower Level to the Fourth Floor is located inside the Capitol Street entrance.

DEDICATION COMMITTEE

An Opening Day Dedication Committee of Mr. Williamson, Chairman, Mrs. Brown and Mr. Hopkins was appointed and charged with the responsibility of making any and all dedicatory plans observing Opening Day Ceremonies of the Kanawha County Public Library.

Remarks of John V. Ray at luncheon on January 3, 1967, to celebrate the opening of the Capitol Street Building of Kanawha County Public Library:

> I am very happy to attend this informal celebration of the installation of Kanawha County Public Library in its new home, its seventh, and, I hope, its final, as it is now at what is recognized as the best location for a public library in the City of Charleston.
>
> One reason for my happiness is that the success of this undertaking has preserved a monumental building for the City of Charleston. I may be too old fashioned, but I believe that public buildings should be beautiful, artistic and impressive, as well as useful, and that they should be a source of pride to the most humble as well as to the most high.
>
> Another reason for my happiness is that the Board of Directors of Kanawha County Public Library at their next annual meeting will not dare to elect me President again. I find it hard to believe that I have been President for more than 30 years. As a matter of fact, Kanawha County Public Library has had only two presidents since it was started in 1909, Professor George S. Laidley from 1909 to 1936 and John V. Ray from 1936 to 1967.

About 1957, C. C. Dickinson persuaded the Library Board to take the position that I would not be relieved of my high office until the Lee Street Building had been remodeled or the Capitol Street Building had been acquired and converted. It has been a long ten years.

I did not want to be the President in the first place. In 1936 more than half of the Board and all of the staff were women. The management of women was not one of my skills, so when Professor Laidley told me that his doctors had advised him that he should give up his many activities and that he had selected me as his successor, I confidently assured him that I was the last person to be trusted with such a responsibility. He refused to accept that as an excuse, and I have since wondered if, after 50 years of managing women in the public schools, he wanted to inflict on them some of the mismanagement he knew they would get from me!

Then I tried another move. I asked him if he remembered the Saturday morning in 1908 when he learned that a teacher was permitting Charles Bettinger and me to do some work in the physics laboratory and sent for us to come to his office, then in the high school building, where he told us what bad boys we were and ordered us out of the building. That didn't work either. He said, "You <u>were</u> a mischievous boy." -- and I became President.

I extracted one promise from him, however, that he would support me in an effort to provide a professional staff for the Library; which he did.

The principal reason for my happiness today is, of course, that Kanawha County now has a fine library and that in the future great benefits will be derived from it by the citizens of Charleston and Kanawha County.

Perhaps I should talk about the future of Kanawha County Public Library, but at this moment I am more inclined to reminisce.

The life of this library falls rather naturally into 3 periods, viz., 1909-1933, 1934-1957 and 1958-1967.

The library, known as Charleston Public Library, was opened in 1909 in a room in the YMCA, with Mabel Delle Jones as Librarian and a collection of about 1,000 books. Successively it has moved to the Presbyterian Manse, on Quarrier Street near Capitol, in 1912; to the YWCA Building on Virginia near McFarland, in 1913;

to a building at the northwest corner of Kanawha Street and McFarland Street, in 1914; to the Red Cross Building on the levee, in 1921, a bungalow which had been constructed during World War I; and to the Capitol Annex Building in 1926.

During this period the money for the operation of the Library was provided by a levy laid, pursuant to a statute, by the Board of Education of the Charleston Independent School District. There was great interest in the early nineteen twenties in obtaining a worthy library for Charleston, and a public solicitation raised enough money to purchase a large lot on Kanawha Street, between Morris and Bradford Streets.

A disastrous fire in Charleston changed the plans for the library. The State Capitol of West Virginia burned in January 1921. To keep the capital from being moved to Clarksburg, the citizens of Charleston raised several hundred thousand dollars and purchased the Capitol Annex Building, which had not been damaged by the fire. Instead of proceeding with the plan to build a new library building on the Kanawha Street lot, the Charleston Public Library was moved to the Capitol Annex in 1926, and remained there 40 years.

I became a member of the Board of Charleston Public Library in 1929, succeeding Malcolm Jackson, who had been killed in a taxi wreck in New York City. Bertha Von Schlectendal was the Librarian and her staff was Adelaid Collins, Elizabeth Quarrier, Susan Porter, Helen Mosser and Gertrude Kennedy, each receiving about $100.00 per month. The Library had about 10,000 volumes.

The first period closed with the passage of the County School Unit law by the Legislature of West Virginia, in 1933.

Among the citizens of Charleston who served the Library well during its early period were George S. Laidley, William Burdette Matthews, Ben Morgan, George E. Price, W. E. Connell, Malcolm Jackson, F. M. Staunton, Buckner Clay, Edwin Ward, Mrs. H. D. Rummel, Miss Sue Staunton and many others.

During the period 1934-1957, there was no sound legal basis for financing the library with public funds. The Act which authorized a levy to be laid for its support was repealed in 1933. The name was changed to Kanawha County Public Library in 1934 and a bookmobile was purchased, so it could be claimed to the Board of Education that the Library was furnishing library service to the county beyond the city limits.

Thanks to Virgil Flinn, always a staunch supporter of the Library, and members of the Board of Education like Andy Thomas, Harry Kennedy, Harry L. Snyder, Ed McConihay, Henry Glass, Charles McCabe, Albert Anson, Herbert Beddow, the funds with which to operate the Library were provided by the Board of Education, and the Library functioned under some resolutions and a set of By-Laws adopted by the Board of Education.

On December 4, 1936, I was elected President. I persuaded Chalmers Hadley, the famous Director of the Cincinnati Public Library, to inspect Kanawha County Public Library and, in a diplomatic way, he confirmed my conclusion that a professional staff was needed. He found and recommended Charles E. Butler, who was elected Chief Librarian in 1939.

The second-period years were years of steady growth: more books acquired; larger circulation; increased staff, professionally trained; and expansion to the second floor and the ground floor of the building.

Butler was Librarian for 10 years, until he went to Morgantown as Director of the West Virginia University Library. In my opinion, Kanawha County Public Library owes as much to Butler as to any other single person. Not only did he transform it, but he established modern procedures, made professional library service available and is responsible for the basis of the excellent book collection.

During the four years that Butler was in the Army, 1942-1945, two of his assistants, Isabel Lynch and Leonore White, did an excellent job as Acting Librarians. They were full of ideas, and if an idea was not too "far out" and didn't cost too much money, I went along.

Robert North succeeded Butler in 1949. In 1952, North went to Buffalo, New York, and Mark Crum became Librarian. In 1956, Crum went to Kalamazoo, Michigan, and Nicholas Winowich became Librarian.

Citizens who were active in library affairs during the second period were Arthur Dayton, Harold A. Ritz, Arthur P. Hudson, Roy Bird Cook, Arthur Hanson, Colonel Phillips, Virgil Flinn, Juliette Clark, Anna Taylor and many others.

The third period is the past decade, the tenure of Nicholas Winowich. There was trouble when he came, and he has never been entirely free of it. He has done a magnificent job. I hope that beginning

tomorrow morning the more serious of his troubles will be a thing of the past, and that for many years he will enjoy the serenity which he has earned during the past ten.

As long as the Board of Education had enough money for the public schools in Kanawha County, the Library received what it needed, despite its annually increasing budgets; but about 1954 the Board of Education needed money for school purposes, and I was told that I would have to get part of the Library's needs from the County Court of Kanawha County and the City of Charleston.

Thinking that the public library is an educational institution and should be under the control of the Board of Education, my solicitation of the Mayor and the County Court was half-hearted, to say the best I can for it. However, the Board of Education was serious, and in 1956 adopted a budget for the Library which was just one-half of what had been asked. By promising to present to the next Legislature a Bill which would require the City of Charleston and the County Court to contribute to the cost of the Library, I got the 1956 budget amended to include what had been asked for.

Reluctantly I wrote the Bill. How wrong my then attitude was, for had I not written that Bill, we would not be here today! With the help of Hornor Davis in the House of Delegates and Wilson Anderson and Carl Carey in the Senate, the Bill was passed and is now Chapter 148 of the Acts of the West Virginia Legislature, 1957.

The validity of the statute was challenged by the County Court and the City, but the West Virginia Supreme Court of Appeals held it valid, to which happy result the brief and argument of Guy Stone as attorney for the Library contributed in great measure.

From earlier efforts to improve it, the Library Board realized that it would be difficult to remodel the Lee Street Building and that the best architectural advice available should be obtained. A search for that architect led to J. Russell Bailey of Orange, Virginia, and he came to Charleston on May 12, 1958, at the Board's request.

He inspected the Lee Street Building and also the Capitol Street Building, which Grover Smith, Sr., in the course of my unsuccessful solicitation of the County Court, had called to my attention as soon to be surplus and given away by the United States Government.

Bailey reported that a better library would result from the remodelling of the Capitol Street Building than the Lee Street Building, so the Library suspended its plan to make small annual alterations to the Lee Street Building and endeavored to acquire the Capitol Street Building, as a gift if possible.

The effort continued seven years, in each of which the Library set aside $50,000.00 out of its annual budget, and in 1964 had $350,000.00 available for alterations.

In 1963 the Health, Education and Welfare Department recommended that the Capitol Street Building be given to Kanawha County Public Library. The General Services Administration refused to approve the gift, but in 1964 did agree to sell the Capitol Street property to Kanawha County Public Library for $500,000.00, payable in installments, with interest, during the next 20 years. Senator Bird, Senator Randolph and Congressman Slack, and their staffs, were helpful in all of these negotiations.

All of the members of the Library Board helped on these projects, but those most active have been C. C. Dickinson, Don Shonk, Guy Stone, Arthur Hanson, Charles Hopkins, Ned Chilton, Jack Maurice, Charles Williamson, L. K. Lovenstein and Bernard Jacobson.

After the contract for the purchase of the Capitol Street Building was signed, the Lee Street property was sold for $711,000.00. The Library was the unforseen beneficiary of the unforseen desire of two fine banks to own the property.

With the first installment on the Capitol Street property paid and $1,011,000.00 on hand for its remodelling, Nicholas Winowich and John Ray thought their troubles were over. During 1965, the plans were completed by Architect Bailey, the bids were opened, and the lowest bid was $1,498,787.00.

Then the miracles happened.

The Library was given $187,050.00 from the funds of the federal Library Services Construction Act, through the West Virginia Library Commission and its Executive Secretary, Dora Ruth Parks. I give 100% credit for this gift to Nicholas Winowich.

The Library was given $249,460.00 from the funds of the Federal Appalachian Regional Development Act. I give credit for this gift to Governor Smith, Paul Crabtree and Angus Peyton.

The Library was given approximately $35,000.00 by the Joe Loewenstein Memorial Foundation, to be used to improve the exterior, including a fountain and landscaping; and the Library and its patrons will be ever grateful to Stanley Loewenstein, his wife, sister and mother.

Contracts for the remodelling were entered into with E. L. Harris & Son, Inc., general contractor; Mechanical Piping, Inc., mechanical work; and Ford Electric Company, Inc., electrical work; and acknowledgment of the efforts of Evan Harris, James Brown, Robert Casto and Charles Havilland must be made.

The Building Committee, composed of L. K. Lovenstein, Don Shonk, Guy Stone and Bernard Jacobson, have worked tirelessly, and the completed project is a tribute to their efforts.

The Library Board was most fortunate when it brought J. Russell Bailey to Charleston in 1958. His plans for the remodelling have put a modern library inside the shell of an old building and he and his associates, including Malcolm G. Duncan, the Project Architect, cannot be too highly praised nor too warmly thanked.

I do not know how to express the thanks of the members of the Library Board to Nicholas Winowich for the work he has done during the past ten years in the effort to achieve for the citizens of the City of Charleston and Kanawha County a fine library. I hope his pride in the result will be a sufficient reward.

I am sure that I speak for all of us when I thank the Committee which has arranged this luncheon and the other ceremonies of the first day in the life of our Library in its new location.

Now that we have such a fine library, our principal task will be to see that it is used and enjoyed.

Statement designating the auditorium in the new Library, "The John V. Ray Auditorium."

On the new Library's third floor a certain section of enclosed space has been appropriately completed and set aside for special purposes - as an auditorium whose uses will be many, both for the Library in its program and as a service for civic groups when a centrally located room might be helpful for their meetings. It is, in every way, as intended, a splendid contribution to the whole community.

This room overlooks the crossroads of every activity in our county's life - its business, its professions, its religions, its government; appropriately enough representatives of every vocation, no matter what it is, sooner or later pass in review of this particular room.

To personalize this useful room offers an easy choice. Obvious to all is one personality who, by his attainments has distinguished himself. A long time ago this particular person observed it to be his task to relinquish himself from avocations and extra-curricular activities ordinarily selected by men, to devote his exceptional ability to our Library.

When George S. Laidley relinquished the direction of our Library's affairs in 1936, the task of carrying-on was given to this person referred to here - as the second president of our Board in three score years. Because such action represents a continuity in the birth, struggle for and the fulfillment of a great dream, and a magnificent vision, and because his efforts for the Library have been incomparable and irreplaceable, out of a sense of deep gratitude and sincere appreciation, the Board of Directors of the Kanawha County Public Library, by unanimous action entitle that room set aside as an auditorium from this day forth as "The John V. Ray Auditorium."

Statement designating a room in the new Library "The Roy Bird Cook West Virginia Room."

Many are the generation who have lived in that area of beautiful mountains and designated "West Virginia." Of these thousands upon thousands of people there was one whose unusual combinations of personal attributes gave him an exceptional and evident greatness.

To those who knew him and observed him, it often seemed incredible that one mind could absorb and retain so much knowledge and information; nor that one heart could be so completely generous with all he possessed. The attainments of this man were many and notable; but for

the purpose here it is sufficient to recall that he was a member of our Library's Board of Directors for many years and the contribution of his wisdom and experience was invaluable.

It is the intent of the announcement being read now to set forth the fact that an important and a peculiarly appropriate room of the New Library will be entitled with the name of this particular man. This is done for the following reasons: 1. That this personal designation may be another adornment to the Library. 2. That such an act might give additional perpetuity to the memory of the name and the man who bore it. 3. That such may serve for all coming generations as an inspiring example of one whose affection for his state and its people, endowed West Virginia with an imperishable chronology of its people, their history and their greatness.

By unanimous action of the Board of Directors of the Kanawha County Public Library, the room set aside for material on West Virginia, and the written works of West Virginians, will from this day forth be known as "The Roy Bird Cook West Virginia Room."

Statement designating a room in the new Library "The George S. Laidley Rare Book Room."

It was Alfred Lord Tennyson wrote: "The old order changeth, yielding way to new, and God reveals himself in many ways." The old order, indeed, does change, as is ordained in the scheme of everything that has existence.

But it is also ordained that out of the past the present gains its existence. The new building now being presented to our people, does replace the old; but the idea, the institution which the former structures housed from the Library's beginning here, has now matured into an expanded usefulness and greatness solely because of the foundation that was laid in prior years.

Thus it is, in the year 1967, the life of a certain man and the meaning of that life reveal themselves in a wondrous way. He it was who returned to Charleston in 1876 after obtaining degree from our state university and for forty years was superintendent of Charleston's schools. Sixty years ago this very year he was chosen president of the Library

Board; in 1922 he directed the campaign which raised funds to purchase the building on Lee Street for use as our Library. He remained president of the Library Board until December 4, 1936, when ill-health caused his retirement.

How peculiarly appropriate it is, that by official action "The Rare Book Room" be given the name of such a distinguished benefactor of our youth and their parents, all of whom owe so very much to him for the Library which is ours in this day and time. His name should be associated with the living memory of every generation. That such might be so, the Board of Directors of the Kanawha County Public Library by unanimous action entitles that room set aside for the collection and protection of rare and valuable books and cocuments from this day forth "The George S. Laidley Rare Book Room."

LANDSCAPING

The Cornerstone from the former Capitol Annex Building, later the Kanawha County Public Library Building, was reserved by the Library for transfer to the Capitol Street site for permanent installation. Later, the Library Board approved the purchase and installation of a bronze plaque to identify the cornerstone.

CONFERENCES

West Virginia Library Association held its annual conference in Fairmont, West Virginia, on October 7 and 8 with headquarters at the Fairmont Hotel. Several members of the staff - Ruth Figgatt, June Martin and the Director were involved with the program and with the exhibits.

Miss Ruth Figgatt, Chief Circulation Librarian, was elected First Vice-President and President Elect.

LIBRARY BOARD

At the annual meeting held on July 8, 1966, Mr. John V. Ray was elected President, Mr. L. K. Lovenstein was elected First Vice-President, Mr. A. Guy Stone was elected Second Vice-President and Mr. Nicholas Winowich, the Director, was elected Secretary.

Mrs. Wilson Anderson and the Director were named as the Library's delegates to the Community Council of Kanawha Valley, Inc. for 1967.

Mr. Sydney M. Kleeman, Mr. L. K. Lovenstein, and Mr. Charles A. Williamson each were duly elected to the Board of Directors for a term of six years beginning July 1, 1967.

STAFF

Mr. Fred Skiles, a member of the Library's staff since June 1, 1953, passed away on August 25, 1966. Fred was liked by all who knew him. His ready smile often brightened a dull and dreary day. A kind word, an understanding gesture came to be expected. His many friends will miss him.

The Library is fortunate in being able to employ, during each summer vacation period from June to mid-August, knowledgeable and dedicated school librarians. This year was no exception. Performing satisfactorily in the absence of our regular and full-time staff librarians who were on vacation were the following persons:

Miss Rosalie Baker, Librarian, Dunbar Jr. High, in our Reference Department

Miss Barbara Joachim, Librarian, DuPont High, in our Circulation Department

GIFTS

The Library is delighted to receive gifts of books which add to the quality and scope of its collection. Each book is marked with a bookplate suitably inscribed giving recognition to the individual or organization.

Space does not permit publication of a complete list of donors who presented gifts of books, magazines, phonograph records, pictures, pamphlets, and other library materials, but the Library is nevertheless deeply grateful to those individuals and organizations whose contributions have immeasurably enriched the collection.

I should like to recognize the receipt of special gifts:

> The Junior Department of the Woman's Club of Charleston donated $200 which was used to purchase a specially designed puppet stage made of walnut plywood with regulation theater-type curtains. An appropriate plaque, suitably inscribed will be purchased and installed. The Woman's Club of Charleston presented $54 which was used to purchase book display units of walnut plywood. Newspaper stories and pictures of these gifts may be responsible for the inquiries from other organizations about possible contributions.

The Charleston Daily Mail presented a group of photographs to the Kanawha County Public Library observing activities made during Opening Day Ceremonies held on January 4, 1967.

The Kanawha County Bar Association prepared and presented bench plaques to identify and honor the Judges and Clerks of the United States District Court for the Southern District of West Virginia who had used the two benches now located in the Kanawha County Public Library.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1966 - June 30, 1967

Population served: 252,925
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (45 winter scheduled stops) (55 summer scheduled stops)	1
Branch	1
Deposit Stations	10
Schools	47
Collections delivered - 436 juvenile 13 adult	
Other Agencies	
Collections delivered - 13 adult and juvenile	
Other School Stations	
(Books borrowed by teachers from Boys and Girls Department and Bookmobile) 8613	
Collections lent - 333	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	1966/67	1965/66
Borrowed from Main Library		
Boys and Girls Department	244,957	291,871
Circulation Department	168,680	183,875
	413,637	475,746

COUNTY CIRCULATION - Volumes

Borrowed from Extension Department		
Bookmobile	133,175	172,937
Deposit Collections	328,532	353,782
	461,707	526,719
Borrowed from St. Albans Branch		
Adult	37,331	37,918
Juvenile	82,049	81,227
	119,380	119,145
TOTAL CIRCULATION - Volumes	994,724	1,121,610

BOOK STOCK

	1966/67	1965/66
Number of volumes at the end of the year	265,529	256,372
Number of volumes added	18,333	18,810
Number of volumes withdrawn	9,176	11,616
Number of periodicals	469	452
Number of newspapers received	44	39

REGISTRATIONS

Total number of registered borrowers	55,333	52,677
Total number of registered borrowers during year	20,934	16,673
Children estimated to use deposit collections in addition to the above	12,133	13,849
Time required of staff: 40 hours a week		

AUDIO-VISUAL MATERIALS

Microfilm Reader	3
Record Player	
Phonograph Record Albums	3,844 titles - 5,135 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)	21
Microfilm (reels)	2,079
Phonograph Records Circulated	10,883

Kanawha County Public Library
1926-1966

Kanawha County Public Library
1926-1966

Business Office
August, 1966

Catalog Department
August, 1966

Staff Room
August, 1966

Extension Department
August, 1966

Adult Circulation Department
Return Desk
August, 1966

Adult Circulation Department
August, 1966

Reference Department
August, 1966

Boys and Girls Department, Second Floor
August, 1966

Closed Bookstack Area
August, 1966

(Room previously occupied by the West Virginia State Supreme Court when building served as the Capitol Annex Building.)

Boxes of books waiting shipment to the new Kanawha County Public Library building.

Opening Day Luncheon

Mr. John V. Ray, President, Kanawha County Public Library Board of Directors, is the speaker. Other persons at the table are: Mrs. Nicholas Winowich and Mr. John M. Slack, Jr., member of Congress.

Mrs. Edwin W. Hutchinson, Jr., niece of George S. Laidley, receiving the plaque and citation for George S. Laidley Room from Mr. L. K. Lovenstein.

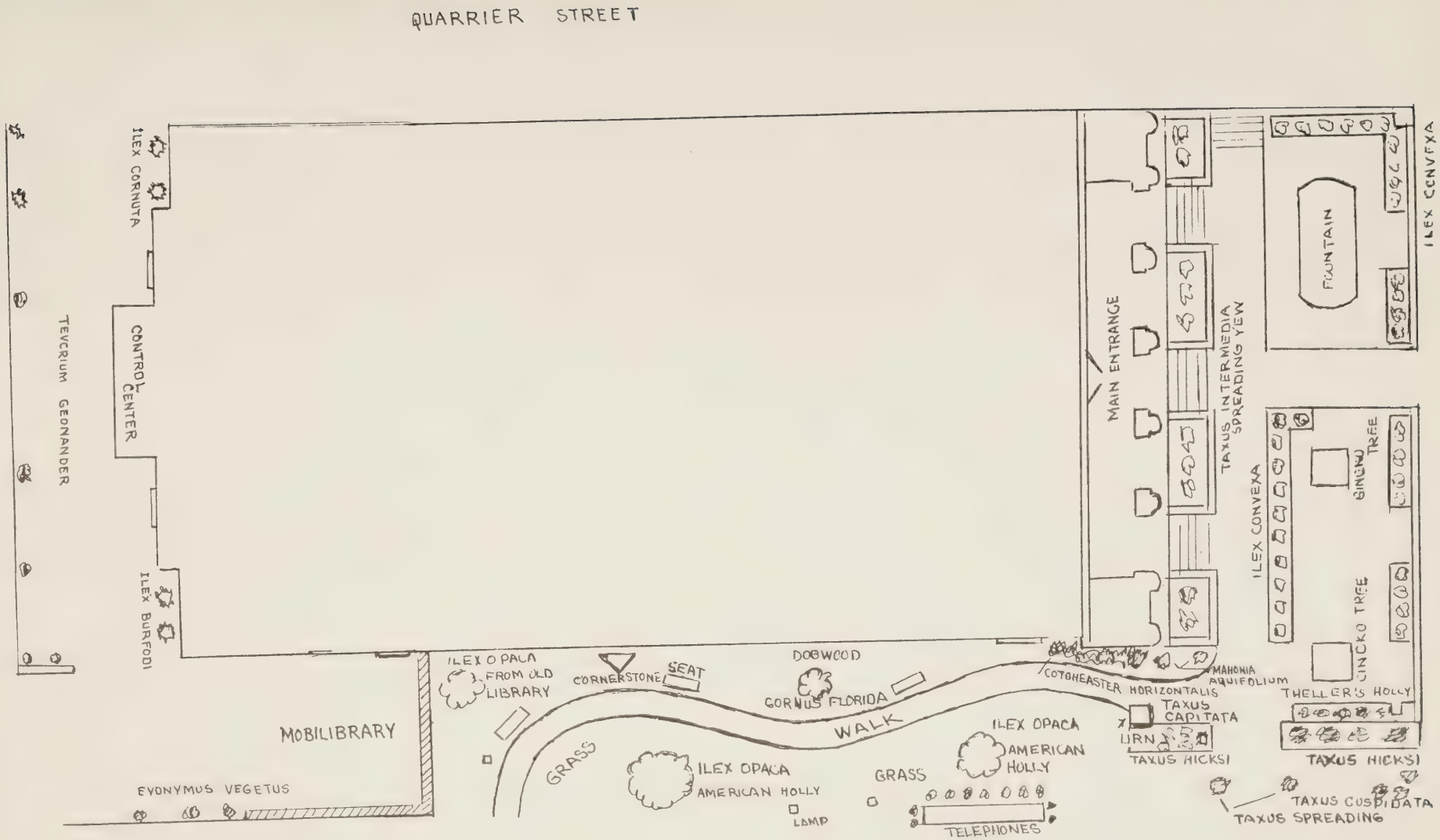
Plaque and citation for The Roy Bird Cook Room being presented to the family of Dr. Roy Bird Cook by Mr. John D. Maurice at the Opening Day Luncheon, January 3, 1967.

Mrs. John V. Ray receiving the plaque and citation for The John V. Ray Room from Mr. Charles A. Williamson.

Mr. Charles A. Williamson, Library Board Member, and Mr. Nicholas Winowich, Director, are shown in the Library's John V. Ray Room.

Unveiling of the fountain by Mrs. Wilson Anderson, Mrs. Benjamin B. Brown and Mr. John V. Ray, members of the Library Board of Directors. The fountain is a gift of the Joe Loewenstein Memorial Foundation.

December 27, 1966


QUARRIER STREET
ILEX CORNUTA
CONTROL CENTER
ILEX BURFODI
TEVCRIUM GEONANDER
MOBILIBRARY
EVONYMUS VEGETUS
ILEX OPACA FROM OLD LIBRARY
CORNERSTONE
SEAT
DOGWOOD
CORNUS FLORIDA
WALK
GRASS
ILEX OPACA AMERICAN HOLLY
LAMP
GRASS
TELEPHONES
ILEX OPACA AMERICAN HOLLY
URN
TAXUS HICKSI
COTONEASTER HORIZONTALIS
MAHONIA AQUIFOLIUM
TAXUS CAPITATA
TAXUS HICKSI
TAXUS CUSPIDATA
TAXUS SPREADING
THELLER'S HOLLY
GINCKO TREE
GINCKO TREE
ILEX CONVEXA
TAXUS INTERMEDIA SPREADING YEW
MAIN ENTRANCE
FOUNTAIN
ILEX CONVEXA

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 8, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 8, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Hopkins
Mr. Jacobson
Mr. Kleeman
Mr. Lovenstein
Dr. Riggleman

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the July 7, 1967, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. There were questions, discussion and comments concerning the flaky substance forming and appearing on the welded areas of the sculpture/fountain and its solution, and, the successful 1967 Annual St. Albans Town Fair. Afterwards, the Director's report was accepted and ordered filed.

Bills - Procedures. The Director and Mr. Lovenstein reviewed practices followed in the preparation of all bills for presentation to and consideration by the Library Board. Following discussion, it was moved by Mr. Kleeman, seconded by Mr. Hopkins, that the Library Board request Mr. Lovenstein to continue the practice of examining each bill prior to its presentation for approval at the regularly scheduled Library Board meeting.

Approval of Bills. The Director submitted Book Bills List No. 122 and General Bills List No. 122, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 121, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Lovenstein and the Director of the items appearing in the Construction Account, Mr. Lovenstein moved that the payments heretofore made to the following:

Terrascape Nurseries	$ 219.65
Business Systems and Equipment Company	35,670.64
E. L. Harris and Son, Inc.	35,918.09
	$71,808.38

set out on Construction Account Bills List No. 16 be approved. The motion was seconded by Mr. Jacobson, and, upon a vote being taken, was carried.

Reports of Committees.

Building Committee. Mr. Lovenstein reported that an estimate of cost has been received from the Mechanical Contractor for the work

involving the removal of the fresh air intake from its present location on the roof to a proposed new location on the roof. Estimates from other contractors, he said, are expected. Mr. Lovenstein added that payment for the painting of pipes and conduit on the lower level was nearing a solution; and following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Jacobson that final disposition of the painting bill be left with the Capitol Street Building Committee with full power to act in disposing of the matter and to report the results of their action to the Library Board at its next meeting. Motion carried.

NEW BUSINESS

Committee Appointments. Mr. Stone announced the appointment of seven standing committees and one special committee. The names were read and committee duties were reported and discussed. The list is filed with the minutes of this meeting and a copy will be mailed to each member of the Library Board.

Library Board Memberships. The President appointed a Library Board Membership Committee composed of Mr. Hopkins, Chairman, Mr. Chilton, Mr. Frink and Mr. Maurice, to make recommendations for a nominee to fill the unexpired term of Mr. Donald C. Shonk, deceased. The Committee was asked to make its report at the September meeting.

Amendment to Bylaws. The matter of amendments to the Bylaws was deferred until the September meeting when it is anticipated that a majority of the membership of the whole Board would be present.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.

President

Secretary

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

STANDING COMMITTEES

1967/1968

Book Committee

Brown, Mrs. Benjamin B., Chairman
Chilton, Mr. William E.
Frink, Mr. William J.
Hopkins, Mr. Charles
Maurice, Mr. John D.

Budget Committee

Thomas, Mr. L. Newton, Chairman
Frink, Mr. William J.
Jacobson, Mr. Bernard H.
Ray, Mr. John V.
Snyder, Mr. Walter F.

Building and Grounds Committee

Lovenstein, Mr. L. K., Chairman
Harper, Dr. O. M.
Ray, Mr. John V.
Riggleman, Dr. Leonard
Williamson, Mr. Charles

Finance Committee

Ray, Mr. John V., Chairman
Anderson, Mrs. Wilson
Harper, Dr. O. M.
Maurice, Mr. John D.
Stone, Mr. A. Guy

Gifts, Bequests and Endowment

Anderson, Mrs. Wilson, Chairman
Brown, Mrs. Benjamin B.
Hopkins, Mr. Charles
Thomas, Mr. L. Newton
Williamson, Mr. Charles

Personnel Committee

Snyder, Mr. Walter F., Chairman
Anderson, Mrs. Wilson
Chilton, Mr. William E.
Maurice, Mr. John D.
Thomas, Mr. L. Newton

Service Committee

Kleeman, Mr. Sydney M., Chairman
Frink, Mr. William J.
Hopkins, Mr. Charles
Jacobson, Mr. Bernard H.
Snyder, Mr. Walter F.

SPECIAL COMMITTEE

1967/1968

Capitol Street Building

Lovenstein, Mr. L. K., Chairman
Jacobson, Mr. Bernard H.
Kleeman, Mr. Sydney M.
Stone, Mr. A. Guy

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 12, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 12, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Chilton
Dr. Harper
Mr. Kleeman
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Dr. Riggleman
Mr. Snyder

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the August 8, 1967, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. There were questions, discussion and additional comments concerning the South Charleston Public Library building project scheduled to cost an estimated $348,756.00; a desire and effort to publicize the current as well as future art exhibits on view in the Library's Corridor Gallery; problems and solutions of a mal-functioning smoke detector installed as a protective device and designed to warn against smoke and fire; a discussion on bill payment procedures and finally the scheduled reimbursement to the library

by the parents of the young man for the full amount of bomb damage repair work sustained by the St. Albans Branch Library. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 123 and General Bills List No. 123, duly certified and approved in accordance with the bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 122, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Lovenstein of the items appearing in the Construction Account, Mr. Lovenstein moved that the payments heretofore made to the following:

Ford Electric Company	$ 6,393.02
E. L. Harris and Son	5,000.00
E. L. Harris and Son	2,062.28
	$13,455.30

set out on Construction Account Bills List No. 18 be approved. The motion was seconded by Mr. Ray, and, upon a vote being taken, was carried.

Approval of Bill - St. Albans Branch Bomb Damages. The Director submitted the bill of Earl T. Browder, Inc., for bomb damaged repair work completed on the St. Albans Branch for $1,333.81. Mr. Lovenstein

reported that the Library had received from the insurance company a sum of only $1,083.81 because of a $250.00 deductible clause. The insurance company has recently informed the Director, he said, that the parents of the young man responsible for the damages had paid the insurance company in full and the remaining $250.00, would be sent to the Kanawha County Public Library shortly. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Chilton that the bill be paid. Motion carried.

Relocation of Fresh Air Intake on Roof. Mr. Lovenstein reported that the Building Committee was in receipt of bids submitted by Mechanical Piping, Inc., and M. W. Kryzak & Sons to furnish all labor, material, equipment, supervision, insurance and taxes on work involving the removal of the fresh air intake from its present location on the roof to a proposed new location on the roof. The bids were as follows:

M. W. Kryzak & Sons	$3,060.00
Mechanical Piping, Inc.	3,723.40

Following considerable discussion, it was moved by Mr. Lovenstein, seconded by Mr. Chilton that the bid submitted by M. W. Kryzak & Son be accepted. Motion carried.

Coping and Granite Repair on St. Albans Branch Library Building. Mr. Lovenstein reported that because of weather conditions and the settling of the building, certain separations in the coping and granite had occurred which required immediate attention. Illustrations of the building showing areas of damages were viewed by the members present. He reported that the repair people were reluctant to give a firm price because of the nature of the job, although an estimate of $1,000.00 was

suggested. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Snyder that Charleston Tile and Marble Works, Inc., be employed on a cost plus basis to correct and complete the necessary work. Motion carried.

Reports of Committees

Service Committee. Mr. Kleeman, Chairman, Service to the Community Committee, reported that a meeting had been held with representatives of the Kennedy Center and Action for Appalachian Youth-Community Development concerning their library efforts in the present building and in the proposed new facility to be developed at a later date in another urban renewal area. They were assured, he said, of our cooperation in making loans of library materials available and direction and counsel by staff librarians similar to practices followed in our relationship with the libraries of South Charleston, Dunbar and Nitro.

Building Committee. Mr. Lovenstein reported that the West Virginia Library Commission was processing our request for the release of the remaining federal funds due the library on its building project. The receipt of $43,733.38 was expected reasonably soon. Mr. Lovenstein announced that the $1,711.36 painting bill had not been resolved as yet. Following discussion, it was the feeling of the members present that a solution involving a sharing of expenses be sought and if this measure was not possible, that the Kanawha County Public Library pay the full amount and close the building project.

NEW BUSINESS

Library Board Vacancy. Mr. Stone reported that there was one

vacancy on the Library Board. The committee submitted and recommended the name of one eminently qualified citizen of Kanawha County to fill the unexpired term of Donald Carey Shonk, deceased. Following discussion, on motion made by Mr. Chilton, seconded by Mr. Snyder and duly passed, the following resolution was adopted;

> RESOLVED, That Dr. William J. L. Wallace be nominated to the Library Board to fill the unexpired term of Donald Carey Shonk, deceased, which ends June 30, 1969; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Financial Summary 1967 St. Albans Town Fair. The Director announced that he was in receipt of the 1967 Financial Summary of the St. Albans Town Fair which earned a net profit of $17,487.86. Following discussion, the report was ordered received and filed.

The John V. Ray Room - Extended Use. Mr. Stone reported that a request had been received from the Kanawha Valley Labor Council, in cooperation with the Institute for Labor Studies of West Virginia University, for the use of The John V. Ray Room for eight weekly sessions beginning Tuesday, September 19, 1967, and for eight weekly sessions beginning Wednesday, September 20, 1967 and for six weekly sessions beginning Thursday, November 2, 1967 during the hours of 7:00 to 9:30 p.m. Following discussion it was moved by Mr. Chilton, seconded by Mr. Snyder, and unanimously adopted that said request be granted, subject to revocation by the Library Board at any time.

Middle Atlantic Regional Library Conference. The Director reported

that a meeting of the Planning Committee (of which he is Exhibits Chairman) of the Middle Atlantic Regional Library Conference is scheduled to be held in Atlantic City, New Jersey, on September 14-16, 1967.

It was regularly moved and seconded that the following resolution be adopted:

> RESOLVED, That the expenses of the Director, not to exceed $60.00 be paid for attendance at the Middle Atlantic regional Library Conference, Planning Committee Meeting to be held in Atlantic City, New Jersey, on September 14-16, 1967.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

President

Secretary

FINANCIAL SUMMARY 1967 ST. ALBANS TOWN FAIR

		Before Expenses	After Expenses
GENERAL			
Mechanical Rides - Beta Sigma Phi		$17,594.55	$4195.42
Advance Ticket Sales - Town Fair Committee		3836.00	1336.60
Auction - Jaycees		2109.32	2027.98
Miss Town Fair - Pilot Club		2234.50	2093.34
Arts & Crafts		110.31	97.01
Art Exhibit		183.00	183.00
Both Rentals		86.55	86.55
Donations		47.00	47.00
Lakewood Garden Club	25.00		
Miss Alice McKeny	10.00		
Mrs. George W. Hogg	2.00		
Riverlawn Garden Club	10.00		
FOOD			
Soft Drinks - Woman's Aux Letter Carriers		765.17	318.67
Hamburgers - Jefferson Dist. Republicans		311.00	177.52
Soft Drinks - St. Albans Woman's Club		724.33	319.38
Pop Corn & Ice Cream - Central School PTA		483.41	362.54
Pizza & Pretzels - Junior Woman's Club		965.31	393.11
Lemonade - College Hill Garden Club		287.51	192.61
Pronto Pups - Women of the Moose		1294.85	754.36
Cotton Candy - Tri Acres Civic Club		690.57	637.87
Sno Cones - Jefferson Dist. Democrats		467.03	241.38
Soft Drinks - Parkway Mother's Club		617.20	262.15
Hot Dogs - Highlawn PTA		656.67	388.11
Cotton Candy - Kappa Phi Omega		324.18	278.15
GAMES			
Long Kits - COPE-AFL-CIO		560.80	448.55
Tic-Tac-Toe and Plate Float - Lions Club		312.98	169.60
Spill the Milk - St. Francis PTA		495.10	259.70
Dunk A Jaycee - Jaycees		362.13	323.01
Darts - Veterans of Foreign Wars - Aux.		521.37	472.76
Kids Game - YMCA		71.74	51.04
Ring the Coke - McKinley PTA		477.64	317.10
Duck Pond - Highlawn Civic Club		205.24	146.04
Bear Pitch - Knights of Columbus		878.25	659.97
Pick a Noodle - Shawkey PTA		168.40	119.50

	Before Expenses	After Expenses
Rollem- American Legion	$ 431.95	$ 327.09
Cover the Spot - Civitan	598.44	476.46
Candy Carousel - Newcomers Club	123.05	84.65
Milk Can Pitch - Hansford PTA	630.79	478.13
One Ball - Men of the Moose	425.36	341.90
Clown Game - Tackett PTA	124.36	88.16
Tic-Tac-Toe - Town Fair Committee	153.46	52.88
BOOTH SALES		
Plants - Neighborhood Garden Club	84.20	81.71
Postal Booth - Delta Zeta Tau	162.22	115.11
Books - Pilot Club	612.13	612.13
Artex	194.91	84.21
TOTALS	$41,382.98	$20,102.45
Less General Expense		-2,864.59
Net Profit		17,237.86
Chamber of Commerce Donation		250.00
Final Net Profit		$17,487.86

August 25, 1967

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 10, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 10, 1967, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Kleeman
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Dr. Riggleman
Dr. Wallace

Also present was Mrs. Clara Hampton, Branch Librarian of St. Albans.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 12, 1967, meeting were approved.

Correspondence. The Director reported that a letter dated September 28, 1967, signed by Mr. Walter F. Snyder, Superintendent of Schools, had been received which stated that the Kanawha County Board of Education unanimously approved the appointment of Dr. William J. L. Wallace to fill the unexpired term of the late Donald C. Shonk which ends June 30, 1969.

The President welcomed Dr. Wallace and presented him with materials consisting of copies of the Bylaws, Book Selection Policy, minutes of previous meetings and Director's reports.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. Following discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 124 and General Bills List No. 124, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for the purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 123, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following an explanation by Mr. Lovenstein of the item appearing in the Construction Account, Mr. Ray moved that the Board approve payment heretofore made to the following:

Mechanical Piping, Inc. $16,345.75

set out on the Construction Account Bills List No. 19. The motion was seconded by Mr. Hopkins and, upon a vote being taken, was carried.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. Balances in the Library Services and Construction Act fund and Appalachian Regional Development Act fund totaling $43,733.18 have been processed by the West Virginia Library Commission and deposited to the Kanawha County Public Library Construction Account. This money represented the final payment of federal funds due the Kanawha County Public Library on its building project.

2. The three contractors (E. L. Harris and Son, Inc., Ford Electric Company and Mechanical Piping, Inc.), have been paid in full. The R. L. Bowyer Company, Inc. has been paid for the painting in the lower level.

3. Some additional work (cornerstone plaque, air-handling equipment relocation, granite and coping repair at the St. Albans Branch, grillwork and signs), remains to be done totaling approximately $7,117.00.

Mr. Lovenstein asked the question, "Does the Library Board want to reconsider the matter of handrails"? After discussion, it was moved by Mr. Ray, seconded by Mr. Jacobson, that the question be tabled. Motion carried.

Service to the Community Committee. Mr. Kleeman, Chairman, reported that the Kanawha County Public Library was eligible to receive $37,939.00 of Library Services Construction Act funds under Title I which permitted expenditures for such purposes as: Personal Services, Books and Library Materials, and Furniture and Equipment. The Committee would be prepared to submit recommendations to the Library Board at its next meeting.

Conversations have taken place involving Mr. Harry Walker, Executive Director, West Virginia Commission on Aging, regarding library service at the Lee Terrace Senior Center.

Mr. Kleeman reviewed the South Charleston Building Project and the Director exhibited preliminary drawings. Afterwards, in the discussion involving relationships, it was agreed that a written understanding, mutually satisfactory to both parties, was necessary.

Book Committee. Mrs. Brown, Chairman, reported that the "Policies for the Selection of Books and Related Library Materials," approved by the Library Board at its meeting held in January 1959, would be considered by the members of the Book Committee. The Committee would study the report and make recommendations to the Library Board at its next meeting.

NEW BUSINESS

Department Head Visit/Orientation. Mrs. Hampton, Branch Librarian, gave a brief talk on the activities of the St. Albans Branch. She reported on the growth in circulation, registration and book stock; puppet shows, books on loan from the West Virginia Library Commission and art shows. Mrs. Hampton also stated that the Branch Library was fortunate in having the help of the volunteer workers; several of whom were named - Mrs. W. F. Frink, Mrs. Margaret Treanor and Mrs. Lilian K. Harrison. St. Albans Branch hopes to have a second floor added to its building. It would house a meeting room, similar to The John V. Ray Room, for use by the branch and local

organizations, as well as have an expanded area to accommodate growth and development at the branch.

In behalf of the Board, the Chairman expressed his appreciation to Mrs. Hampton for the informative talk and commended her for the excellent work she is doing at the St. Albans Branch.

Amendment to Bylaws. Mr. Hopkins moved that the following resolution be adopted:

> RESOLVED, That Section 1 of Article VII of the Bylaws of the Kanawha County Public Library be amended to read:
>
> The Library Board shall maintain a main library building, at 123 Capitol Street, in the City of Charleston, West Virginia.

Mr. Lovenstein seconded the motion. The motion carried.

Mr. Hopkins moved that the following resolution be adopted:

> RESOLVED, That Section 2 of Article IV of the Bylaws of the Kanawha County Public Library be amended to read:
>
> The Book Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the selection, purchase, binding, cataloging and indexing of books, pamphlets, magazines, and newspapers, and the selection and purchase of films, phonograph records and other non-book materials.

Mr. Ray seconded the motion. Motion carried.

Middle Atlantic Regional Library Conference. The Director stated that the Conference this year would be held in Atlantic City, New Jersey, from October 23-29, 1967. Upon motion made by Mr. Ray and seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the expenses for the Director and allowance of $100.00 each for two staff members be paid for attendance at the Middle Atlantic Regional Library Conference, October 23-29, 1967, provided that the total expenditures authorized by this resolution shall not exceed $400.00.

Remarks by Dr. Wallace. Dr. Wallace spoke and said he considered it an honor to be a member of the Library Board of Directors.

Mr. Aaron Rapking's Visit. Mr. Aaron Rapking, Assistant Superintendent in Financial Affairs of Kanawha County Schools, will be present at the November board meeting. Mr. Rapking is in charge of examining and handling our financial affairs. He will explain to the board how our financial affairs are handled.

Department Head Visit/Orientation for November. The Director announced that Miss Ruth Figgatt, Chief Circulation Librarian, would be present at the November meeting of the Library Board.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 14, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 14, 1967 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Kleeman
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Mr. Snyder
Dr. Wallace
Mr. Williamson

Also present were: Mr. Aaron H. Rapking, Assistant Superintendent, Financial Affairs, Kanawha County Board of Education, and Mr. Malcolm Duncan, Project Architect.

Mr. Stone, President, presided and welcomed Mr. Rapking and Mr. Duncan. The Secretary reported that a quorum was present. The minutes of the October 10, 1967 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Following discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 125 and General Bills List No. 125, duly certified and approved in

accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 124, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. Following explanation by Mr. Lovenstein of the item appearing in the Construction Account, Mr. Lovenstein moved that the final payment addressed to the following:

J. Russell Bailey, Architect $19,671.12

set out on Construction Account Bills List No. 20 be paid subject to the prior receipt from Mr. Bailey of the original drawings as built and the drawings of the proposed library addition, and provided that the plans are acceptable to and approved by a committee composed of Mr. Ray, Mr. Frink and Mr. Lovenstein. The motion was seconded by Mr. Snyder, there was discussion, and, upon a vote being taken, was carried. Mr. Duncan requested the Library Board to hold the final payment until after January 1, 1968. There being no objection, it was agreed.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The committee, with the cooperation of the architect and engineer, explored the possibility of utilizing a device to be placed over the chimney in order to reduce and eliminate air pollution. We were informed, Mr. Lovenstein said, that there was no "magic box" attachment which would remove odors.

2. The Library received Release of Liens from the three contractors (E. L. Harris & Son, Inc., Ford Electric Company and Mechanical Piping, Inc.) and a West Virginia Rating Bureau Certificate of Approval for electrical work performed by Ford Electric Company.

3. The platform, granite step, located at the Capitol Street entrance would be discussed with Mr. Duncan, project architect, and a recommendation made for presentation and consideration by the Library Board at its next regularly scheduled meeting.

4. Charleston Tile and Marble Works, Inc. was authorized to make certain and necessary repairs to the coping and the granite at the St. Albans Branch Library. The work has been completed for a total cost of $641.74, a figure less than the $1,000.00 cost which was estimated.

Mr. Lovenstein moved, Dr. Wallace seconded, that the payment of $641.74 to Charleston Tile and Marble Works, Inc. be approved. Motion carried.

Services to the Community Committee. Mr. Kleeman, Chairman, reported that Kanawha County Public Library would receive $37,939.00 of Library Services Construction Act funds under Title I which permitted expenditures for such purposes as: Personal Services, Book and Library Materials, and Furniture and Equipment. The Committee met on

October 30, 1967 to discuss the grant and to make recommendations to the Library Board. The Chairman then distributed copies of the list of items recommended by the Committee for purchase. The list includes the following items in order of priority:

Bookmobile	$26,000
Truck	2,000
Microfilm Reader/Printer	1,500
Movie Projector/Screen	514
Shelving	3,400
Showcard Machine	1,200
Postage Meter Machine	900
Office Copying Machine	1,200
Atlas Stand	425
Book Trucks	800
	$37,939

Mr. Kleeman reported that the Director and he had talked with representatives from Gerstenslager Bookmobile Company concerning specifications, delivery and cost of a new bookmobile. He also stated the needs and purposes of the other items on the list. Mr. Kleeman said that delivery and installation of all furniture and equipment must be completed by June 30, 1968 and that payments must be made by July 31, 1968. Purchase orders will be entered on a competitive basis.

It was moved by Mr. Kleeman, seconded by Mr. Lovenstein, that the recommendations of the Services to the Community Committee be approved, executed and authorized as recommended. Following discussion, the motion carried.

Mr. Kleeman reported that the Director and he met on October 31, 1967 with Mr. Harry Walker, Director, Commission on Aging, Mr. Roger Switzer, Director, Family Counseling-Traveler's Aid and Mr. Bob Russell, Director, Lee Street Senior Center at the Lee Street Senior

Center. The purpose of the meeting was to discuss services the Library could render the Senior Center. It was agreed that the Library would lend a book truck which offers greater mobility and flexibility by taking the collection of approximately 150 books to individual floors and rooms. Building residents would serve as volunteer librarians.

Mr. Frink and the Director were appointed by the Committee Chairman to serve as a subcommittee to prepare a memorandum of understanding for consideration by the committee and presentation to the Library Board concerning the relationship and agreement executed between the Kanawha County Public Library and South Charleston.

Book Committee. Mrs. Brown, Chairman, reported that each member of the Book Committee had received and studied the "Policies for the Selection of Books and Related Library Materials," approved by the Library Board at its meeting held in January, 1959. The Committee felt the document to be a very good one and found little reason to change it. The Committee recommended that the document, as previously approved, continue as the statement of policy.

Gifts, Bequests and Endowment Committee. Mrs. Anderson, Chairman, reported that Mr. Lorin Talbot had intended to present two oil paintings to the Kanawha County Public Library and its Children's Department. Mr. Talbot wanted assurances that the pictures would reside permanently in one location and not be removed or relocated. The paintings were seen by Mrs. Anderson. She then read the following statement of policy adopted by the Library Board at its meeting in July, 1959:

RESOLVED, That in the matter of gifts of money, it shall be the policy of Kanawha County Public Library to welcome and accept such gifts as are made without any conditions or obligations attached thereto which would tend to defeat the purposes of the library; and,

RESOLVED FURTHER, That in the matter of gifts of books and other materials, it shall be the policy of Kanawha County Public Library to accept all such material which is offered without any conditions or obligations attached thereto, and with the understanding that such material shall be catalogued and shelved at the discretion of the Director, and be disposed of as the Library may see fit; and,

RESOLVED FURTHER, That the Director may solicit and accept gifts to Kanawha County Public Library, provided the gift is not permanently exploited by the donor as an advertisement.

After considerable discussion, Mr. Lovenstein moved, Mr. Snyder seconded, that Mr. Lorin Talbot be advised that the Library would accept the two paintings without conditions or obligations attached thereto. Motion carried.

Mr. Aaron H. Rapking's Visit. Mr. Aaron H. Rapking, Assistant Superintendent, Financial Affairs, of Kanawha County Schools, gave a detailed report on the care and handling of all library receipts and expenditures. Such documents as: sample checks, receipt forms, statements, vouchers, data processing cards, payroll accounts, ledgers, audits and stamped imprints were exhibited and viewed by the members present.

Mr. Rapking emphasized that there was control and supervision together with checks and balances of all library accounts.

After considerable discussion, Mr. Stone extended thanks and appreciation to Mr. Rapking for his excellent report.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

C. G. Stone
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 12, 1967

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 12, 1967 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Lovenstein

Also present was Mrs. Helen Miller, Chief Extension Librarian.

Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the November 14, 1967 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Afterwards, he answered questions regarding federal funds made available for public library services and construction ($778,171.00) in Kanawha County; he described the problem concerning the faulty thermostatic device which was designed and installed to stop the flow of water, in the fountain, when its temperature reached 38°, to empty the pool and to drain the pipes. The automatic control has been replaced and condition corrected. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 126 and General Bills List No. 126, duly certified and approved in

accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 125, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that the Director had received a letter dated November 20, 1967 from Malcolm Duncan, project architect, regarding the matter of as-built drawings. Following discussion, Mr. Stone suggested that the matter should be left to the Committee of Mr. Ray, Mr. Lovenstein and Mr. Frink to come to some decision.

The Director exhibited the cast and rubbing of the bronze plaque which will identify the cornerstone taken from the former library building located at Lee, Hale and Dickinson Streets in Charleston.

Mr. Lovenstein reported that the Library needed a snow plow and a sidewalk vacuum sweeper for snow and dirt removal. He suggested that the Library Board authorize a transfer of $2,030.11 from the construction account to the operating budget. There was discussion concerning the placement of some construction account funds to the operating budget to expedite the acquisition of essential equipment, the investment of

remaining construction account funds with the State Sinking Fund Commission or to purchase short-term U. S. Government notes and the acquisition of a sidewalk snow plow. Afterwards, Mr. Stone moved, Mrs. Brown seconded, that Mr. Lovenstein be authorized to make a transfer of $2,030.11 from the construction account to the operating budget, that the Library purchase a sidewalk snow plow for a sum not to exceed $400.00 and that Mr. Lovenstein be authorized to invest the balance of the construction account fund ($9,400.00) with the State Sinking Fund Commission or to purchase short-term U. S. Government notes, as he deem advisable. Motion carried.

Pigeons. There was some discussion of the pigeon problem but no action was taken.

Services to the Community Committee. In the absence of Mr. Kleeman, Chairman, the Director reported that specifications and invitations to bid on a new bookmobile body had been air mailed, special delivery on November 22, 1967 to: The Gerstenslager Company in Wooster, Ohio, Boyertown Auto Body Works, Inc., in Boyertown, Pennsylvania, and Peninsula Body Company in St. Petersburg, Florida. He said that the Committee was in receipt of one bid; that from The Gerstenslager Company.

The Director then read the proposal as submitted by The Gerstenslager Company in the amount of $23,856.70. A certified check in the amount of $2,400.00 was enclosed. The proposal was considered by the Services to the Community Committee. The Committee unanimously voted to recommend acceptance of the bid as presented by The Gerstenslager Company of $23,856.70. After discussion, Mr. Stone moved to accept the recommendation of the Committee to purchase the bookmobile from The

Gerstenslager Company in the amount of $23,856.70. Dr. Harper seconded the motion. Motion carried.

There was discussion regarding the bid invitations on the chassis. Mr. Lovenstein suggested that a letter be written to The Gerstenslager Company that their bid had been approved on the condition that a suitable chassis can be built. He also suggested that the Director talk with Mr. Paul Swope of Kanawha County Schools and Mr. Charles Byrd of the State Department of Education.

Mr. Stone moved, Mrs. Brown seconded that the Services to the Community Committee obtain bids for the chassis and they be presented to the Library Board at its next meeting. Motion carried.

The Committee recommended highly that the Library sponsor book reviews to be given in The John V. Ray Room by prominent and knowledgeable persons. The names of some books and a list of potential reviewers was presented. Following discussion, upon motion duly made, seconded and carried, the Director was authorized to undertake such a program.

The Director reported that he had received a letter from Eastern Gas and Fuel Associates who were interested in placing seven, specially commissioned works of art on exhibit at the Kanawha County Public Library. A brochure, in color, was viewed by the members present. The six oil paintings and one ceramic piece have been on exhibit in several West Virginia communities (Beckley and Bluefield). Following discussion, Mr. Stone moved, Dr. Harper seconded, that the Director be authorized to accept the art works for exhibit at the Kanawha County Public Library and in The John V. Ray Room and for a period of time mutually satisfactory to both parties.

NEW BUSINESS

Bookmobile Visit. The Director reported that Mrs. Helen Miller, Chief Extension Librarian, Mr. Floyd Bowen, Bookmobile Driver, and he had visited The Gerstenslager Company in Wooster, Ohio, on October 19-20, 1967. Upon motion duly made by Mr. Stone and seconded by Dr. Harper, it was unanimously

> RESOLVED, That the expenses totaling $81.29 incurred by the Director and two staff members be paid for their visit to The Gerstenslager Company in Wooster, Ohio, on October 19-20 1967.

ALA Midwinter Meeting. Dr. Harper moved, Mrs. Brown seconded, that the Library Board approve the payment of the expenses of the Director incurred in attending the American Library Association Midwinter Meeting in Miami Beach, Florida, January 7-13, 1968. Motion carried.

Middle Atlantic Regional Library Conference. The Director reported that he plans to attend a meeting of the Planning Committee of the Middle Atlantic Regional Library Conference in Philadelphia, Pennsylvania, on December 13 and 14, 1967. Upon motion duly made and seconded, it was unanimously

> RESOLVED, That the expenses of the Director, not to exceed $60.00, be paid for attendance at the Middle Atlantic Regional Library Conference, Planning Committee Meeting held in Philadelphia, Pennsylvania, on December 13-14, 1967.

Department Head Visit. Because of the lateness of the hour, Mr. Lovenstein extended apologies to Mrs. Miller who did not have an opportunity to relate the purposes and functions of the Extension Department. He asked her, and it was the feeling of the members present, that she return. Mrs. Miller accepted the offer.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

L. K. Lovenstein
Vice-President

Nicholas Wisnovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 16, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 16, 1968 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mrs. Brown
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Thomas
Dr. Wallace

Also present was Mr. J. Russell Bailey, architect.

In the absence of the President, Mr. Lovenstein, Vice-President, presided and he welcomed Mr. Bailey.

Architect's Report. Mr. Bailey commented on the building project and suggested consideration of the following:

1. The platform (step) at the Capitol Street entrance be improved to include a ramp at each of the three sides;

2. Installation of picture molding in the Children's Room;

3. Installation of aluminum handrails, illuminated, on the steps facing Capitol Street;

4. Relocation of the air-intake from its present location, on the roof, to another position away from the vicinity of the smokestack.

Following discussion, Mr. Ray extended thanks and appreciation to Mr. Bailey. Afterwards, Mr. Bailey left the meeting to return home.

The Secretary reported that a quorum was present. The minutes of the December 12, 1967 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. There was discussion concerning fringe benefits. Afterwards, the Director exhibited an architectural drawing of the proposed South Charleston Branch of the Kanawha County Public Library which invited questions and discussion concerning the agreement to be prepared by the Services to the Community Committee for consideration by the Library Board, the size of the building, its estimated cost and general appearance. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 127 and General Bills List No. 127, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 126, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that Mr. Bailey agreed to present the original drawings of the Library's building project to the Kanawha County Public Library and that the as-built drawings, prepared on sepia prints, was acceptable. There was discussion concerning the drawings, original and sepias, with an emphasis on their care and preservation.

The Director reported that the Library needed a new buffing machine to replace the present one. After discussion, Mr. Snyder moved, Dr. Wallace seconded, that the Director be authorized to purchase a buffing machine at a cost not to exceed $450.00. Motion carried.

Services to the Community Committee. In the absence of Mr. Kleeman, Chairman, the Director reported that specifications and invitations to bid on a bookmobile chassis were mailed on December 29, 1967 to thirteen (13) truck dealers in Kanawha County. He stated that the Committee was in receipt of one bid: that from J. D. Moore, Inc.

The Director then read the proposal as submitted by J. D. Moore, Inc., in the amount of $6,541.38. A Performance Bond in the amount of $654.14 was enclosed. After discussion, Dr. Wallace moved to accept the bid for the bookmobile chassis from J. D. Moore, Inc. in the amount of $6,541.38. Mr. Snyder seconded the motion. Motion carried.

The Director announced that Mr. Frink, a member of the subcommittee to prepare a memorandum of understanding between Kanawha County Public Library and South Charleston Public Library would have a report for the Library Board at its February meeting.

The Director reported that the purchase price of the bookmobile body and chassis exceeded the estimated cost of the vehicle by almost $4,400.00. He suggested that the following items be eliminated from the recommended priority list previously approved by the Library Board at its meeting held on November 14, 1967:

Truck	$2,000
Showcard Machine	1,200
Office Copying Machine	1,200
	$4,400

Copies of the recommended priority list were distributed and following discussion, it was regularly moved, seconded and carried, that the three items listed above, in the estimated amount of $4,400.00 be removed and not be considered for purchase. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

L. K. Lowenstein
Vice-President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 13, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 13, 1968 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Maurice
Mr. Ray
Mr. Snyder
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 16, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. There was discussion regarding "The Coke Push: A Centennial Portfolio of Industrial Art" on exhibit in The John V. Ray Room and the coin-operated photo copying machine installed in our St. Albans Branch. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 128 and General Bills List No. 128, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set

out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 127, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Ray reported for the Budget Committee. The Committee had met with Chairman Thomas in his office on February 8, 1968 with Mr. Jacobson, Mr. Snyder and Mr. Ray present. Mr. Frink who was not present at the meeting, had received a copy of the proposed budget and following a study of it, concurred with the Committee's recommendation. The Director distributed copies of the proposed budget to the members of the Library Board present. Following considerable discussion, the Director withdrew and later re-entered the meeting. Additional discussion followed, including such items as staff turnover, state teachers retirement program, tax-sheltered annuities and recruitment of professional librarians. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1968, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1968, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1968, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Tax-Sheltered Annuities. Mr. Snyder and the Director discussed the opportunities offered employees of the Kanawha County Public Library through a tax-sheltered annuity program considered and authorized by the Kanawha County Board of Education. Following discussion, upon motion by Mr. Snyder, seconded by Mr. Lovenstein, the following resolution was adopted unanimously:

RESOLVED, That the members of the Kanawha County Public Library staff be permitted to participate in a tax-deferred (sheltered) annuity program adopted by the Kanawha County Board of Education; and,

RESOLVED FURTHER, That participation, which is voluntary, and type of plan, of which there are several, are to be determined exclusively by each individual employee.

Services to the Community Committee. Mr. Frink reported for the Committee and announced that a proposed memorandum of understanding has been prepared and he suggested that consideration by the Library Board be deferred until its next meeting.

Mr. Frink reported that the library had a problem of overdue books. It was estimated, he said, that 6,000 volumes having a combined

value estimated at $26,900 were overdue. To encourage the return of overdue books, the Kanawha County Public Library in 1951 successfully observed an amnesty period. Mr. Frink suggested a similar occasion. Following considerable discussion, upon motion by Dr. Wallace, seconded by Mr. Frink, the following resolution was adopted:

> RESOLVED, That the Director be authorized to execute plans for an amnesty period whereby no fines would be collected on any overdue library materials returned during the two week period of April 1-13, 1968; and,
>
> RESOLVED FURTHER, That no public announcement be made until late in March in order that the overdue system may function as presently constituted.

Insurance Committee. Mr. Frink reported that a new statement of values on the Capitol Street Building and St. Albans Branch Building has been prepared and considered by the Insurance Committee. Following discussion, it was moved by Mr. Frink, seconded by Mr. Snyder, that the value of our Comprehensive Insurance Policy be increased by the amount of $10,000 for the library building at 123 Capitol Street to $2,000,000 and by $12,500 for the St. Albans Branch Library Building to $137,500 and that the increased premium be paid. Motion carried.

Building and Grounds. Mr. Lovenstein reported that:

1. The Director was in receipt of a letter from Mr. Bailey who urged favorable consideration of a hand rail installation. Mr. Lovenstein suggested that action be deferred until the next meeting of the Library Board.

2. The cornerstone plaque, with correction, has been delivered and will be installed as soon as weather permits.

3. The decision to microfilm project drawings and specifications should be deferred until cost can be determined.

4. The Capitol Street step could be ramped with granite at an estimated cost of $1,000.00. Following discussion, it was moved by Mr. Snyder, seconded by Mr. Lovenstein, that the Capitol Street step be ramped with granite at a cost not to exceed $1,000.00. Motion carried.

5. The library's federal grant-in-aid should be amended.

Upon motion by Mr. Lovenstein, seconded by Mr. Frink, the following resolution was adopted unanimously:

RESOLVED, That the Federal Grant-In-Aid of $37,939.00 made available to the Kanawha County Public Library under Title I of the Library Services Construction Act approved, executed and authorized by the Library Board at its meeting held on November 14, 1967 be amended; and,

RESOLVED, That the Books and other Library Materials account be increased by $28,494.62; and,

RESOLVED, That the Equipment account be decreased by $28,494.62 making a total of $9,444.38 to be available for such purpose; and,

RESOLVED, That the Director be authorized to execute and sign the AMENDED West Virginia Library Commission form #105-F, a copy of which is filed with the minutes; and,

RESOLVED FURTHER, That the Assistant Superintendent of Financial Affairs, Kanawha County Board of Education, Mr. Aaron Rapking, Jr., be informed and requested to make the appropriate budget transfer.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

C. J. Stone
President

Nicholas Weinrich
Secretary

BUDGET 1968/1969
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES		
Salaries		
Professional	$125,900	
Non-Professional	131,708	
Substitutes	5,710	
	$263,318	
Books		
Books	$ 70,685	
Binding	6,025	
Periodicals	5,000	
	$ 81,710	
Other Expenses		
Salaries - Building	$ 24,744	
Building Supplies	2,500	
Furniture and Equipment	3,211	
Insurance	3,158	
Memberships	195	
Miscellaneous	1,733	
Office and Library Supplies	9,200	
Printing	820	
Repairs and Maintenance	1,600	
Service Contracts	3,290	
Social Security	12,091	
Travel	950	
Utilities	21,250	
Vehicles - Repairs and Expense	1,850	
Workmen's Compensation	406	
	$ 86,998	
TOTAL OPERATING EXPENSES		$432,026
CAPITOL IMPROVEMENTS		
Building Purchase Contract		$ 38,782
TOTAL BUDGET		$470,808

Receipts		
Board of Education	$183,334	
County Court	183,334	
City of Charleston	80,140	
St. Albans	10,000	
Miscellaneous	14,000	
Total	$470,808	
Building Purchase Contract	38,782	
Total for Operations		$432,026

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1968/1969

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,291.66	$ 15,500
Chief Children's Librarian	Wilma Brown	700.00	8,400
Chief Catalog Librarian	Alice Gygax	700.00	8,400
Chief Circulation Librarian	Ruth Figgatt	700.00	8,400
Chief Reference Librarian	Frances Gerard	625.00	7,500
Chief Extension Librarian	Helen Miller	650.00	7,800
Circulation Librarian	Frances Dillinger	625.00	7,500
Circulation Librarian	Eleanor Keenan	600.00	7,200
Circulation Librarian	Beulah Price	600.00	7,200
Reference Librarian	June Martin	600.00	7,200
Extension Librarian	Evelyn Coskey	575.00	6,900
Extension Librarian	Diana Smith	550.00	6,600
Branch Librarian	Clara Hampton	650.00	7,800
Preparation Librarian	Robert Simmons	500.00	6,000
Catalog Librarian	Harold McKinstry	575.00	6,900
Children's Librarian	To Be Appointed	550.00	6,600
			$125,900

Non-Professional Staff

Executive Assistant	Lorena Ammar	$ 550.00	$ 6,600
Special Clerk, Catalog	Mae Thomas	380.00	4,560
Special Clerk, Branch	Henrietta Kidd	365.00	4,380
Special Clerk, Branch	Martha Moran	365.00	4,380
Special Clerk, Office	Barbara Steele	350.00	4,200
Junior Clerk, Office	Joyce Young	275.00	3,300
Special Clerk, Extension	Laverta Spurlock	350.00	4,200
Junior Clerk, Extension	Franca Martin	305.00	3,660

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Janet McCune	$ 275.00	$ 3,300
Junior Clerk, Extension	Regina McLendon	260.00	3,120
Junior Clerk, Extension	Sandra Holstein	275.00	3,300
Junior Clerk, Catalog	Carol Claytor	260.00	3,120
Junior Clerk, Catalog	To Be Appointed	260.00	3,120
Junior Clerk, Catalog	Linda Davis	260.00	3,120
Junior Clerk, Catalog	To Be Appointed	260.00	3,120
Junior Clerk, Catalog	Virginia Gilbert	275.00	3,300
Junior Clerk, Catalog	Jacqueline Keller	275.00	3,300
Junior Clerk, Catalog	Patricia Whitlock	275.00	3,300
Junior Clerk, Circulation	Nancy Hardman	290.00	3,480
Junior Clerk, Circulation	Cortez Johnson	305.00	3,660
Junior Clerk, Circulation	Iris Lyall	290.00	3,480
Junior Clerk, Circulation	Sara Meadows	275.00	3,300
Junior Clerk, Circulation	Becky Wright	275.00	3,300
Junior Clerk, Circulation	Carol Cochran	260.00	3,120
Senior Clerk, Boys and Girls	Betty Jane Harper	290.00	3,480
Junior Clerk, Boys and Girls	Jean Miller	260.00	3,120
Junior Clerk, Boys and Girls	Carol Pascucci	260.00	3,120
Junior Clerk, Boys and Girls	Susan Pauley	260.00	3,120
Bookmobile Driver	Floyd Bowen	435.00	5,220
Messenger			2,000
Pages - 90 hours per week x 52 @ $1.00			4,680
Pages - 234 hours per week x 52 @ 85¢			10,343
Pages - 137 hours per week x 52 @ $1.25			8,905
			$131,708

Substitutes

	Annual Salary
1 librarian equivalent to 3 months (circ.)	$ 1,700
1 librarian equivalent to 6 months (ref.)	3,225
1 truck driver for deposit collections	350
1 substitute bookmobile driver	435
	$ 5,710

Books

Books		
Boys and Girls	$11,500	
Circulation	23,200	
Extension	24,800	
Reference	9,200	
St. Albans	160	
		$68,860
Phonograph Records	$ 1,700	
Binding	6,025	
Periodicals	5,000	
Postage	125	
		12,850
		$81,710

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James Thomas	$ 600.00	$ 7,200
Janitor	Bernard Ellis	290.00	3,480
Janitor	Herbert Hundley	305.00	3,660
Janitor	Clarence Jones	245.00	2,940
Janitor (Part-time)	Moses Adams	145.00	1,740
Janitress (Part-time)	Mary Lee	122.50	1,470
Elevator Attendants - 2 (Part-time)	To Be Appointed		2,754
Janitor, Branch	Harold Means	125.00	1,500
			$ 24,744

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	2,000
	$2,500

Furniture and Equipment

Typewriters (2)	$ 441
Map Cases (2)	335
Typewriter Stand	28
Book Trucks	1,157
Card Catalog (72 drawer)	1,250
	$3,211

Insurance

Comprehensive Insurance Program	$3,158

Memberships

American Library Association	$190
West Virginia Library Association	5
	$195

Miscellaneous

Ads in library publications	$ 50
Legal advertising	230
Audit	763
Refunds on lost books - paid	275
Refunds on deposits	15
Petty cash disbursements	400
	$1,733

Office and Library Supplies

Office Supplies

Stencils, inks, pencils, paper, stationery, printed forms and other supplies	$2,000

Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	4,200

Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	500

Postage

Postal cards, stamped envelopes and stamps	2,500
	$9,200

Printing

Annual reports - 1,000	$200
Bookmobile - Fall/Winter schedules	210
Bookmobile - Summer schedules	210
Publications - booklists, bookmarks, posters and informational literature	200
	$820

Repairs and Maintenance

General repairs and maintenance	$1,600

Service Contracts

Office machines	$1,100
Property Protection Company - recharging of fire extinguishers	30
Elevators (2) Booklift (1)	2,160
	$3,290

Social Security

Contribution on earnings up to $7,800	$12,091

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting	$175
Director to attend American Library Association Midwinter Meeting	275
Director and two staff members to attend American Library Association annual Summer Meeting	500
	$950

Utilities

Electricity	$14,000
Gas	2,225
Telephone	2,725
Sewerage	1,000
Water	1,300
	$21,250

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,300
Washing bookmobile and truck	50
Bookmobile and truck - maintenance and repair	500
	$1,850

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile drivers) at 10¢ per $100	$257
Amount based on Class K-4 employees (building staff) at 35¢ per $100	85
Amount based on Class G-11 employees (bookmobile drivers) at 80¢ per $100	64
	$406

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 12, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 12, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Lovenstein
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the February 13, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. There was discussion regarding vandalism, insurance, the South Charleston Public Library building project and proposed Memorandum of Understanding. The Director submitted sketches showing combinations of colors suggested for the bookmobile. After discussion, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 129 and General Bills List No. 129 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set

out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 128, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, reported the following:

1. Receipt of a proposal from E. L. Harris & Son, Inc., to furnish labor and material to install approximately 370 linear feet of picture mold in the Boys and Girls Room on the third floor. Upon motion by Mr. Lovenstein, seconded by Mr. Frink, the following resolution was adopted:

   RESOLVED, That the picture mold be installed and painted by E. L. Harris & Son, Inc., for a sum of $329.00; and

2. Work was expected to begin on the step located at the Capitol Street entrance as soon as weather permitted; and

3. Suggested the installation of handrails on the lower and upper steps facing Capitol Street at an estimated cost of $800.00 and that no handrails be placed on the steps facing Quarrier Street and on the steps facing the Promenade.

Services to the Community Committee. Mr. Frink reported for the Chairman and stated that the Committee met on March 8, 1968, to consider Kanawha County Public Library's participation in a program sponsored by the West Virginia Library Commission and funded under the Library Services Construction Act. Known as Title III of Library Services Construction Act, its purpose, he said, is to stimulate interlibrary cooperation. Network of participating libraries includes six academic, 10 public and the Commission. Equipment to be furnished, at no cost to any member of the network, includes a microfilm reader/printer, copying machine, supplies for each and a teletype machine. In conclusion, he reported that the Committee recommended favorable consideration by the Library Board. After discussion, upon motion by Mr. Frink, seconded by Mr. Lovenstein, the following resolution was adopted:

> RESOLVED, That the Kanawha County Public Library participate in the Library Services Construction Act Title III project sponsored by the West Virginia Library Commission and make space available for the equipment to be purchased and leased under the program.

Mr. Frink reported that the Memorandum of Understanding with South Charleston, based on the agreement with St. Albans, has been prepared, considered favorably by the Committee at its March 8, 1968, meeting and that a copy was made available to the Library Board in South Charleston for its consideration. Following discussion, it was suggested that the plans and specifications for the proposed South Charleston Public Library be submitted to the Building and Grounds Committee, Mr. Lovenstein, Chairman, for approval.

NEW BUSINESS

Budget - Unexpended Salaries. It was moved by Mr. Lovenstein, seconded by Mr. Frink and unanimously

> RESOLVED, That the unexpended balance in the Salaries Account which is the result of unfilled positions on the Library staff, be spent for the employment of temporary personnel, $1,000.00 be transferred to the Repairs and Maintenance Account and the remainder be spent for the purchase of books.

City Council Finance Committee Meeting. Mr. Stone reported that he and the Library Director attended a meeting of the City Council's Finance Committee held in the Mayor's office on February 22, 1968.

Community Council of Kanawha Valley, Inc. Mr. Stone named Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

Sale of Bookmobile. The Director suggested that bids be secured for the sale of the Library's present bookmobile. Upon motion by Mr. Frink, seconded by Dr. Wallace, the following resolution was adopted:

> RESOLVED, That the Director be authorized to advertise in the Charleston Gazette and Charleston Daily Mail for the purpose of securing bids leading to the cash sale of the bookmobile to the highest bidder.

Library Board Memberships. It was moved by Mr. Lovenstein, seconded by Dr. Wallace, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit:

(i) Mr. Charles Hopkins, for a term of six (6) years beginning July 1, 1968, (ii) Mr. Bernard H. Jacobson, for a term of six (6) years beginning July 1, 1968, and (iii) Mr. L. Newton Thomas, for a term of six (6) years beginning July 1, 1968. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Wilma Brown to Attend Workshop. The Director reported that Miss Wilma G. Brown, Chief Children's Librarian, asked permission to attend in London, England, A Study Tour of the Elementary Language Arts sponsored and accredited by the National Council of Teachers of English. The emphasis is on children's literature and will be given during the period of July 8-29, 1968. The Director requested that one extra week with pay, in addition to Miss Brown's regular vacation, be granted. Upon motion by Mr. Lovenstein, seconded by Dr. Wallace, the following resolution was adopted:

> RESOLVED, That Miss Wilma G. Brown be granted an extra week with pay in addition to her regular vacation for attendance of A Study Tour of the Elementary Language Arts to be held on July 8-29, 1968, in London, England.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 9, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 9, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Frink
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Kleeman
Dr. Riggleman

Also present was Mrs. Helen Miller, Chief Extension Librarian, who was welcomed and introduced to the members present.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the March 12, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. There was discussion regarding vandalism and the Sunday afternoon at 1:05 p.m. Library sponsored radio show on station WTIP. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 130 and General Bills List No. 130, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Frink, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 129, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Frink, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Kleeman, Chairman, reported and invited members of the Library Board to attend the events, listed below, sponsored by the Kanawha County Public Library:

April 25, 1968 - DRAMATIC READINGS by Mrs. Myfanwy Hinkle;

May 9, 1968 - Dr. Andreas Taylor will review the book, THE CONFESSIONS OF NAT TURNER, by William Stryon;

May 23, 1968 - Rabbi Samuel Volkman will review the book, THE SOURCE, by James Michener;

June 6, 1968 - Mrs. Lucille Pianfetti will review the book, BEYOND VIETNAM: THE U.S. AND ASIA, by Edwin O. Reischauer.

Each of the above events will begin at 8 o'clock in The John V. Ray Room. Mr. Kleeman also noted the following:

The current Corridor Gallery Show consists of paintings by the Adult Education Class of Charleston High School and will remain through May; and

"Charleston Pictorial" is being viewed in The John V. Ray Room through April, 1968.

Mr. Frink reported that the South Charleston Memorandum of Understanding has been transmitted to the South Charleston Public Library, Mr. Robert Bryan, President. He said that no action has been taken as yet.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, the Director reported that the floor in the Extension Department, located on the lower level, is covered with vinyl tile and that he and Mr. Lovenstein discussed the possibility of installing carpeting. The measure is recommended for consideration because the floors are cold, hard and uncomfortable. After discussion, upon motion by Mr. Hopkins, seconded by Dr. Riggleman, the following resolution was adopted:

RESOLVED, That the Director be authorized to have carpeting installed in the Extension Department office, an area of approximately 109 1/3 square yards.

NEW BUSINESS

Department Head Visit. Mrs. Helen Miller, Chief Extension Librarian, gave a brief talk on the purposes and activities of the Extension Department. She exhibited a map of Kanawha County showing bookmobile stops, deposit collections and affiliated libraries (services rendered to the libraries in South Charleston, Dunbar and Nitro). She announced the scheduled completion date of the Library's new bookmobile - May 21, 1968.

Dr. Martin Luther King, Jr. Memorial. Mr. Stone reported that Dr. Martin Luther King, Jr. was buried the morning of this meeting. He suggested that the Library Board adopt a resolution. After discussion, upon motion by Mr. Kleeman, seconded by Dr. Riggleman, the following resolution was adopted:

> RESOLVED, That on this, the day on which the body of Dr. Martin Luther King, Jr. is laid to rest, the Board expresses and records its recognition of the seriousness and complexity of the racial and related problems which the country now faces by incorporating the following statement in the minutes of this meeting:
>
> The Kanawha County Public Library accepts the death of Dr. Martin Luther King, Jr. as a tragic reminder that the supreme objective of the Library must always be to assist the people of our community in learning and practicing the art of living together for the common good. The perpetual stream of true learning symbolized by the continuous flow of pure water in the fountain at our entrance teaches, above all else, that social, religious, political and racial differences should never be permitted to obstruct the bringing to all people the equal application of the principles of right, justice, liberty and opportunity, not only in America, but in all lands.

Thomas P. Schmader. The Director read a letter from Mr. Thomas P. Schmader, dated April 4, 1968, proposing the installation of a mural in canvas depicting the history of Kanawha County. The art form would fill the entire wall space located above the Capitol Street entrance. There was discussion. Afterwards, it was suggested and ordered that the matter be referred to the Committee on Building and Grounds for consideration and recommendation.

Wayne State University Library School Institute, Detroit, Michigan, April 15-26, 1968. Mr. Frink reported that the Director had been selected as a participant in the Institute on Institutional Library Services sponsored by Wayne State University in cooperation with the U. S. Office of Education under Title II-B, Higher Education for the period April 15-26, 1968. Upon motion by Mr. Frink, seconded by Mr. Kleeman, the following resolution was adopted:

> RESOLVED, That the Director be granted permission to attend the Institute on Institutional Services sponsored by Wayne State University on April 15, 1968, through April 26, 1968, and that his transportation be paid by the Library.

New Careers. The Director reported that this is a federally funded program administered locally by Action for Appalachian Youth - Community Development, Inc., with the cooperation of the Kanawha County Board of Education for the purpose of training of persons having an annual income of less than $3,000.00. Following discussion, it was moved by Mr. Jacobson, seconded by Mr. Frink, that the Kanawha County Public Library participate in the New Careers training program offered through the Action for Appalachian Youth - Community Development, Inc. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary

scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A G Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 14, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 14, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Dr. Wallace

Also present was Miss Ruth Figgatt, Chief Circulation Librarian, who was welcomed and introduced to the members present.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the April 9, 1968, meeting were approved.

Correspondence. The Director reported that a letter dated April 12, 1968, signed by Mr. Walter F. Snyder, Superintendent of Schools, had been received which stated that the Kanawha County Board of Education unanimously approved the appointments of Mr. Charles T. Hopkins, Mr. Bernard H. Jacobson and Mr. L. Newton Thomas to the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1968.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. There was considerable discussion on the South Charleston Public Library building project. Copies of the bid tabulation chart, compiled by Mr. Johe, Architect,

were distributed to the members present. There were additional comments, by the Director, on the new bookmobile, its scheduled time of arrival in Charleston and the proposed bookmobile open house tentatively arranged for June 8, 1968. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 131 and General Bills List No. 131, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 130, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The Schmader proposal, mural on canvas for installation on the wall at the Capitol Street entrance, was referred to the committee. A meeting is scheduled for June 5 with the artist expected to attend.

2. The committee is in receipt of a letter from Mr. Malcolm Duncan, Kanawha County Public Library project architect, in which he recommended the installation of stainless steel handrails, on

the upper and lower Capitol Street steps, instead of aluminum handrails. Upon motion by Mr. Lovenstein, seconded by Mr. Hopkins, the following resolution was adopted:

RESOLVED, That the proposal submitted by E. L. Harris & Son, Inc. to furnish labor and materials to install two stainless steel handrails, according to Drawing D-22-R, for the sum of $626.00 be accepted.

3. The Chairman reported the receipt of a microfilm reader/printer made available to the Kanawha County Public Library through the West Virginia Library Commission under the Library Services Construction Act Title III (Interlibrary Cooperation). The Director stated that it is his purpose to exhibit and demonstrate equipment received by the Kanawha County Public Library under the Library Services Construction Act at the June meeting of the Library Board.

4. Mr. Lovenstein suggested that it would no longer be necessary to purchase another microfilm reader/printer since one was made available recently. Instead, he asked for authorization to purchase a showcard machine and portable sound system. After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, the following resolution was adopted:

RESOLVED, That the Director be authorized to purchase a Carrivoice for a sum of $379.50.

Upon motion by Mr. Ray, seconded by Mr. Hopkins, the following resolution was adopted:

RESOLVED, That the Director be authorized to purchase a Model "B" Showcard Machine for a sum of $1,142.70.

NEW BUSINESS

Department Head Visit. Miss Ruth Figgatt, Chief Circulation Librarian, gave a brief talk on the activities and purposes of the

department. She exhibited some books printed in large type and available for use by the public. Discussion followed.

Director and Bookmobile Driver to Pick Up Bookmobile. The Director reported that it would be necessary to travel to Wooster, Ohio, on June 3, 1968, to receive the new bookmobile scheduled to be completed at that time. After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, the following resolution was adopted:

> RESOLVED, That the Director and Bookmobile Driver be authorized to travel to Wooster, Ohio, to call for the completed bookmobile and that incurred expenses be paid.

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson, and Mr. Ray to consider and recommend nominations for the election of officers for 1968/1969.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 11, 1968

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 11, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Lovenstein
Mr. Ray
Mr. Snyder

Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the May 14, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May, and demonstrated special equipment to be used with the physically handicapped, including the blind and visually disadvantaged. Following an examination and discussion of such reading aids as: Bedspecs, Hagman Turn-A-Page, Perkins Brailler and Tape Recorder, the Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 132 and General Bills List No. 132, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 131, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that sealed bids for the sale of the 1954 Reo Bookmobile were received on May 31, 1968. Copies of the bid tabulation chart were distributed. The list is as follows:

Fred D. Brown, Jr.	$178.95
Bonded Demolition Company, Inc.	211.89
Tackett Auto Sales	351.00
Clark Truck Parts	361.79
J. D. Moore, Inc.	500.00
McCloy Construction Company	800.00

Following discussion upon motion by Mr. Stone, seconded by Mr. Ray, the following resolution was adopted:

> RESOLVED, That the Reo Bookmobile, in service at the Kanawha County Public Library since 1954, be sold to McCloy Construction Company, the highest bidder, for Eight Hundred Dollars ($800.00) and the Director be authorized to complete the transaction.

Nominating Committee. In the absence of Mr. Hopkins, Chairman, Mr. Ray presented the report of the Nominating Committee which is as follows:

> "The Nominating Committee made up of Charles Hopkins, Chairman, Mrs. Anderson and Mr. Ray present, with pleasure, the following names in nomination for officers of the Kanawha County Library Board of Directors:

President Mr. A. Guy Stone
Vice President Mr. L. K. Lovenstein
Secretary Mr. Nicholas Winowich

/s/ Charles Hopkins
Charles Hopkins, Chairman
Nominating Committee"

NEW BUSINESS

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in Kansas City, Missouri, from June 23-29, 1968. Upon motion duly made by Mr. Lovenstein and seconded by Mr. Snyder, it was unanimously

RESOLVED, That the expenses for the Director and an allowance of $100 each for two staff members be paid for attendance at the American Library Association's Annual Conference, June 23-29, 1968.

Purchase Agreement - Fifth Payment. The Director reported that a fifth payment $39,789.12 ($16,105.12 of interest and $23,684.00 of principal) was due and payable on June 1, 1968, to General Services Administration Region III. Following discussion it was moved by Mr. Lovenstein, seconded by Mr. Snyder, that the said payment be made. Motion carried.

Position Vacancy. The Director reported that effective July 1, 1968, a vacancy would exist in the Catalog Department with the transfer of Mrs. Alice Gygax to the Circulation Department. Mr. Snyder, Chairman, Personnel Committee, presented the application of Mrs. Doris Wilson Walker and reported on her educational background, personal qualifications and her professional library experience. The Committee

and the Director recommended that she be appointed. It was moved by Mr. Lovenstein, seconded by Mr. Snyder and unanimously

RESOLVED, That Mrs. Doris Wilson Walker be appointed Chief Catalog Librarian, effective July 1, 1968, at an annual salary of $8,400.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

L.K. Lovenstein
Vice-President

Nicholas Viscardi
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 12, 1968

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 12, 1968, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Kleeman
Mr. Lovenstein
Mr. Ray
Dr. Wallace

The President presided. The Secretary reported that a quorum was present.

The minutes of the June 11, 1968, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. He demonstrated several pieces of equipment to be used in extending library services to the physically and visually handicapped; he exhibited photographs showing an electrical birdproofing system recently installed in the North, East, South and West porticos of the State Capitol Building; and he reported on the air-duct canopy that had been blown from its position on the roof to the Quarrier Street sidewalk. Following discussion, the Director's report was accepted and ordered filed.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1968. Following

discussion, it was regularly moved, seconded and carried, that the report be submitted to the Book Committee, and, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed as the Director shall determine.

Approval of Bills. The Director submitted Book Bills List No. 133 and General Bills List No. 133, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 132, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Book Committee. Mrs. Brown, Chairman, displayed copies of the Library's acquisitions in the field of SIGHT SAVING MATERIALS (books, newspapers and magazines) printed in large type intended, primarily, for persons who cannot read materials printed in standard ten-point type. There was discussion afterwards.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

1. The Committee met with Mr. Thomas Schmader to discuss the addition of an oil mural to be painted on canvas and installed on the wall overlooking the Capitol Street entrance. Following discussion, upon motion by Mr. Lovenstein, seconded by Dr. Wallace, the following resolution was adopted:

   RESOLVED, That action on the Thomas Schmader proposal be deferred for two years at which time it may be brought up again for consideration.

2. The Committee met with Mr. Harold A. Miller of the Charleston Transit Company to discuss the installation of a bus shelter on Summers Street near Quarrier. Following discussion, it was moved by Mr. Ray, seconded by Dr. Wallace, that the Library Board permit such an installation, as drawn in an artist's sketch, on a trial basis of six months with the understanding that at the end of that time and at any time thereafter upon request of the Library Board the Transit Company will remove the shelter. Motion carried.

3. Mr. Lovenstein reported that the Library was in receipt of a proposal from E. L. Harris and Son, Inc., "to furnish labor, tools and supervision to complete work at main entrance" which involves the use of existing granite which would be used to ramp the front and the two sides of the present platform (step). Certain of the Board members expressed the view that the estimate was too high. It was suggested that the Director negotiate with E. L. Harris and Son, Inc., with the goal of achieving an appreciable reduction in cost. Afterwards, it was moved by Mr. Ray, seconded by Dr. Wallace and unanimously

   RESOLVED, That the Chairman of the Building and Grounds Committee have the step ramped, following the Director's negotiation with E. L. Harris and Son, Inc., and upon being authorized by the President and the Director to proceed with the work.

4. The installation of the picture mold in the Boys and Girls Room and the installation of the bronze plaque on top of the cornerstone have been completed.

Services to the Community Committee. Mr. Kleeman, Chairman, reported on the following:

1. The Kanawha County Public Library would receive a Grant-In-Aid of $37,939.00 under the Library Services Construction Act funds - Title I which permitted expenditures for Personal Services, Books and Library Materials, and Furniture and Equipment. The Committee met to discuss the grant and to make recommendations to the Library Board. The Committee recommended that the funds be spent as follows:

Personal Services	$14,700.00
Books and Library Materials	23,239.00
	$37,939.00

Following discussion, it was moved by Mr. Kleeman, seconded by Dr. Harper and unanimously

RESOLVED, That the report of the Services to the Community Committee relating to the 1968/1969 Grant-In-Aid be approved and be executed as recommended.

2. The Chairman read a letter from Mr. H. B. Hinckley, President, St. Albans Public Library Board, dated June 11, 1968, proposing the addition of a second floor to the existing library building. The Chairman reported the estimated cost would be $100,000.00. The expansion program would include an auditorium as well as additional library space. After discussion, it was moved by Mr. Ray, seconded by Mr. Lovenstein, and unanimously

RESOLVED, That the report of the Services to the Community Committee relating to the proposed St. Albans Branch Library Building second story project be received and filed; and,

RESOLVED FURTHER, That a Special Committee be appointed to represent Kanawha County Public Library in connection with the said expansion program, which Special Committee shall meet with the St. Albans Library Board and prepare tentative plans and procedures for the proposed addition to the Library Building at St. Albans; and

RESOLVED FURTHER, That the said Special Committee consist of the members of the Services to the Community Committee and an additional member of the Kanawha County Public Library Board selected by the Chairman of the Services to the Community Committee and that the Chairman of the Special Committee be the Chairman of the Services to the Community Committee; and

RESOLVED FURTHER, That the Special Committee report from time to time to the Board of Directors of Kanawha County Public Library what progress is made on the planning of the project and request such additional authority as the Special Committee may deem needed.

3. The Chairman reported that the Kanawha County Public Library may participate in the Public Library Trainee Grant under Federal funds through the West Virginia Library Commission. The purpose of the grant is to award a scholarship in amount of $5,860 to a qualified candidate to obtain professional library training in preparation for employment in the State's system of county and regional libraries. Upon motion by Mr. Kleeman, seconded by Mr. Lovenstein, the following resolution was adopted:

RESOLVED, That the report of the Services to the Community Committee relating to the Public Library Trainee Grant be approved and the Director be authorized to recruit not to exceed two qualified candidates to be sponsored by the Kanawha County Public Library.

NEW BUSINESS

Election of Officers. Mr. Ray, a member of the Nominating Committee, reported the recommendations of the Committee as being that Mr. Stone, Mr. Lovenstein and Mr. Winowich be nominated as President, Vice-President, and Secretary/Treasurer of the Library Board respectively, for a term of one year ending June 30, 1969.

Mr. Ray moved, Mr. Kleeman seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mr. Ray took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr. Stone resumed the chair.

Resignation - William J. Frink. A letter of resignation was received from Mr. William J. Frink and read by the Secretary. Following comments and discussion, Mr. Kleeman moved that Mr. Frink's resignation be accepted with regret and that the following resolution be adopted:

> WHEREAS, W. J. Frink has been of service to his community and this Library as a member of its Board of Directors; and,
>
> WHEREAS, W. J. Frink contributed immeasurably to the reality of a handsome and functional library building in St. Albans, West Virginia; and,
>
> WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and programs; therefore,
>
> BE IT RESOLVED, That we accept with reluctance and personal loss the resignation of W. J. Frink; and, we wish for him and his family even greater happiness and success in their new home in Texas,

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting and a copy be sent to Mr. Frink.

National Library Week Workshop. The Director reported that Miss June Martin, Assistant Reference Librarian, had been invited to participate in the American Library Association - National Library Week Workshop in Philadelphia, Pennsylvania, on September 20, 1968. Upon motion made by Mr. Lovenstein, and seconded by Dr. Wallace, it was unanimously

RESOLVED, That the allowance of $25.00 be paid to June R. Martin for attendance at the American Library Association - National Library Week Workshop held in Philadelphia, Pennsylvania, on September 20, 1968.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted adjourned.

President

Secretary

ANNUAL REPORT

1967/1968

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
William J. Frink
Arthur Hanson
O. M. Harper
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Walter F. Snyder
L. Newton Thomas
William J. L. Wallace
Charles Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth Figgatt
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
June Martin
Harold McKinstry
Helen Miller
Beulah Price
Robert F. Simmons

Non-Professional

Lorena Ammar
Floyd Bowen
Brenda Crowder
Linda Davis
Juanita Fields
Virginia Gilbert
Betty Jane Harper
Carolyn Holstein
Cortez Johnson
Henrietta Kidd
Janet Knight
Mary Frances Lee
Iris Lyall
Franca Martin
Janet McCune
Regina McLendon
Sara Meadows
Martha Moran
Carol Pascucci
Susan Pauley
Laverta Spurlock
Barbara Steele
Mae Thomas
Patricia Whitlock
Becky Wright

Building Staff

James L. Thomas, Building Superintendent

Bernard Ellis
Herbert Hundley
Clarence Jones

40 Additional Part-Time Staff Members

ANNUAL REPORT 1967/1968

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1967, to June 30, 1968, is herewith submitted:

BOOK SELECTION POLICY

The Book Committee of the Library Board of Directors received and studied the "Policies for the Selection of Books and Related Materials," approved previously at a meeting held in January, 1959. The committee considered the document to be a good one and found no reason to change it.

BOYS AND GIRLS DEPARTMENT

Approximately 370 linear feet of picture mold were installed in the Boys and Girls Room. The addition made it possible to accept and arrange works of art to enhance the aesthetic qualities of the room. The project allows for flexibility of art shows and eliminates the need for punching holes into plastered walls.

The department received a generous and attractive gift from Colonel William E. Miller, consisting of four oil paintings by Mrs. Helen Bratt. Entitled, "Clowns" each painting is 8' x 2'.

BUILDING AND GROUNDS DEPARTMENT

The cornerstone from the former Kanawha County Public Library Building (also known historically and affectionately as the Capitol Annex Building) was removed from its site at Lee and Dickinson Streets and installed on the Promenade side of the present library building. The cornerstone is identified and a brief history of the library is recorded

on a bronze plaque designed by the Library Director and Mr. Malcolm Duncan, Project Architect.

Mr. J. Russell Bailey, Architect, presented the original drawings of the library's building project to the Board of Directors. The drawings have been microfilmed, to scale, and placed in an air conditioned room for safe keeping.

A number of persons during the year raised questions which seemed to indicate an interest and concern in the physical appearance of the sculpture/fountain. In places where the individual pieces of bronze were joined together by a weld there appeared something that someone said "looked like new, shiny scar tissue." We guessed that the intent of the sculptor was not to highlight or make obvious the welding job. So, we set about seeking the advice of experts, in this case, a talented metallurgist from Union Carbide. He indicated that a shiny and flakey substance was beginning to form over the weld, probably because of flux or similar material used in the welding process. On his advice the blemishes were removed with a stainless steel brush and the aesthetic quality of the fountain was restored.

There have been a number of fire alarms at such inconvenient hours as 12:30 a.m., 4:30 a.m., and 6:00 a.m. In each instance, during the past year the building superintendent and the Library Director assisted the fire department personnel only to discover that there were neither flames nor smoke. We have highly regarded protective devices such as smoke detectors and thermal detectors to warn us of any dangers. For whatever reason, the alarms were "sounding-off" to the attention of the police and fire department. Investigations indicated a faulty control in a duct located in the furnace room, and it reacted as it did because of

dirty contact points. The control has been replaced, the buzzer and gongs are no longer challenging the quiet of the building, and the two of us are not being disturbed during the wee hours of the morning.

CIRCULATION DEPARTMENT

An amnesty period was held from April 1-13, 1968 to encourage the return of overdue books. Fines on overdue materials were excused and not collected. The project was a success. Results show that a total of 8,239 books, having a combined, estimated value of $38,200, were returned during the special two-week fine free period.

CONFERENCES AND INSTITUTES

Several members of the staff, Miss Ruth Figgatt, Mrs. Clara Hampton and I participated in the Middle Atlantic Regional Library Conference held in Atlantic City, New Jersey, on October 23-29, 1967. Miss Figgatt was the presiding officer of the first general session held on Thursday, Mrs. Hampton was a panel member on library services to the physically disadvantaged and my principal concern was chairman of the exhibits. The exhibits are generally considered an important feature of any library conference. Each attendee usually spends many hours examining things that range in interest and content from the book and the card to the highly sophisticated mechanical devices and computer type machines of the future.

The following week-end, November 2-4, 1967, most of our staff were involved directly or indirectly with the Annual Conference of the West Virginia Library Association held in Charleston at the Daniel Boone Hotel. Mr. Stone, at the first general session, extended words of welcome to some 150 librarians and library board members. Miss Ruth Figgatt, Chief,

Circulation Department, was installed President of the West Virginia Library Association at ceremonies held on Saturday afternoon, November 4, 1967.

The Library Director attended an Institute on Institutional Library Services sponsored by Wayne State University Library School in cooperation with the U. S. Office of Education under Title II-B, Higher Education Act. The two-week session was scheduled from April 15, 1968 through April 26, 1968.

EXHIBITS

The Corridor Gallery, located on the fourth floor, has been the scene of many interesting and exciting exhibits arranged in cooperation with the Charleston Art Gallery and the Allied Artists of West Virginia.

In addition and on occasion, works of art can be viewed in The John V. Ray Room as they have been recently when THE COKE PUSH attracted considerable attention. Composed of four oils, one tile, one ceramic and one wood block, the exhibit conveyed the beauty, drama and power in the transformation of coal into coke. Following the unveiling, Eastern Gas and Fuel Associates presented to Kanawha County Public Library a wood block print, one of 50 copies made, of Hodaka Yosheda's "Coke Push in Japan." The print resides in the Administrative Office.

EXTENSION DEPARTMENT

The Extension Department Offices, located on the lower level of the library building, were carpeted because previously installed vinyl tile proved to be cold, hard and uncomfortable.

A new MOBILIBRARY was placed in service beginning June 10, 1968.

Funding was made available through the West Virginia Library Commission under the Library Services and Construction Act. Features include: air conditioning, carpeted floor, outside lighting system which makes night time service easier and desirable and "in-the-floor" radiant heating. It also has several desirable mechanical features such as: air-brakes, power steering, electrically operated elevator steps and a sanding device to be used when roads become covered with snow and ice. The essentials of good "library on wheels" service require a safe and comfortable vehicle.

GIFTS

The Library gratefully appreciates the receipt of many gifts of cash, books, magazines, phonograph records, pictures, and pamphlets, other library materials and equipment. Space does not permit publication of a complete list of donors. It acknowledges with pride the many kind and thoughtful friends - individuals and organizations - whose contributions have enriched this institution immeasurably.

INTERLIBRARY COOPERATION

The Kanawha County Public Library is an active member in a communicative network funded under the LSCA and sponsored by the West Virginia Library Commission to stimulate interlibrary cooperation. Participating libraries include: six academic libraries, ten public libraries and the State Library Commission.

KANAWHA COUNTY PUBLIC LIBRARY PRESENTS

The poetry readings, dramatic presentations and book reviews received warm and enthusiastic receptions as demonstrated by the large numbers of people who attended each of the sessions in The John V. Ray Room.

The program for the season was as follows:

Date	Speaker	Topic
April 25, 1968	Mrs. Paul Hinkle	Dramatic Readings
May 9, 1968	Dr. Andreas Taylor	The Confessions of Nat Turner
May 23, 1968	Rabbi Samuel Volkman	The Source
June 13, 1968	Mrs. Lucille Pianfetti	Beyond Vietnam: The U. S. and Asia

LIBRARY BOARD

Resolution on the Life and Service to the Library of Mr. Donald Carey Shonk. The following resolution was adopted unanimously by the Library Board:

> WHEREAS, It is with sadness and regret that we record the passing of Donald Carey Shonk who died at his residence on June 19, 1967.
>
> Donald Carey Shonk served as a member of the Board of Directors of the Kanawha County Public Library since May, 1949. He accepted and fulfilled his duties and obligations with enthusiasm and devotion. Committee assignments were never small, dull nor dreary. Any task received the full measure of his attention, ability and wise counsel always accompanied by the well-known Shonk Smile.
>
> His relations with the library staff, as with all his friends, were made happy by constant kindness and generous and affectionate consideration; and,
>
> WHEREAS, In this, the first meeting since the death of

our friend and fellow member the library Board of Directors and Staff wish to give expression to its sense of personal loss;

IT IS HEREBY RESOLVED, That, a copy of this resolution shall be transmitted to the family of Donald Carey Shonk, to whom we extend sincerest sympathy and that this remembrance be spread upon the minutes of this meeting.

An election was held as provided in the Bylaws and the following were elected for a term of one year ending June 30, 1968, and until their successors are duly elected:

President	- A. Guy Stone
Vice President	- L. K. Lovenstein
Secretary/Treasurer	- Nicholas Winowich

Mr. Stone, who succeeded Mr. Ray, spoke briefly for the Directors of the Board of Directors when he said that John V. Ray, who served as President from July, 1936 through June, 1967, did so with distinction and devotion.

Dr. William J. L. Wallace, President, West Virginia State College, was elected to membership on the Library Board of Directors to serve the unexpired term of Donald Carey Shonk.

Mr. Charles Hopkins, Mr. Bernard H. Jacobson and Mr. L. Newton Thomas each were elected to the Board of Directors for a term of six years beginning July 1, 1968.

VISUALLY AND PHYSICALLY HANDICAPPED LIBRARY SERVICE

Library Services are extended to the visually and physically handicapped and are made possible under Title IV-B of the Library Services and Construction Act in cooperation with the West Virginia Library Commission. Materials and equipment include talking books, tapes, tape players, bed specs (prismatic glasses), reading stands, turn-a-page

instruments and Braillers.

NEW CAREERS TRAINING PROGRAM

This institution participated in a New Careers Training Program, a federally funded project sponsored and administered locally by Action for Appalachian Youth - Community Development Inc., in cooperation with the Kanawha County Board of Education. Clerical and office training was given to persons having an annual earned income of less than $3,000.00.

STAFF

Miss June R. Martin, Librarian, Reference Department, sustained a compound facture of her left forearm. We have been able to provide professional librarian service at the reference desk with the use of capable substitutes and a careful scheduling of personnel.

ST. ALBANS BRANCH

The Branch Librarian and Library Director acknowledge with thanks and appreciation the faithful, talented and dedicated volunteers who have spent many hours helping us at the branch. We wish to recognize Mrs. Pauline Frink, Mrs. Lillian Harrison, Mrs. Marie Haas, Mrs. Margaret Treanor and Mrs. Nancy Hensley.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1967 - June 30, 1968

Population served: 252,925
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (49 winter scheduled stops)	1
(55 summer scheduled stops)	
Branch	1
Deposit Stations	8
Schools	47
Collections delivered - 416 juvenile	
9 adult	
Other Agencies	
Collections delivered - 1,145 juvenile books	
1,943 adult books	
Other School Stations	
(Books borrowed by teachers from Boys and Girls Department and Bookmobile)	
Collections lent - 370	

BOOK CIRCULATION

City Circulation - Volumes

	1967/68	1966/67
Borrowed from Main Library		
Boys and Girls Department	309,196	244,957
Circulation Department	180,508	168,680
	489,704	413,637
County Circulation - Volumes		
Borrowed from Extension Department		
Bookmobile	132,707	133,175
Deposit Collections	366,210	328,532
	498,917	461,707
Borrowed from St. Albans Branch		
Adult	33,973	37,331
Juvenile	75,662	82,049
	109,635	119,380
Total Circulation - Volumes	1,098,256	994,724

BOOK STOCK

	1967/68	1966/67
Number of volumes at the end of the year	278,526	265,529
Number of volumes added		18,333
Number of volumes withdrawn		9,176
Number of periodicals	512	469
Number of newspapers received	43	44

REGISTRATIONS

Total number of registered borrowers	55,535	55,333
Total number of registered borrowers during year	16,660	20,934
Children estimated to use deposit collections in addition to the above	10,183	12,133

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader		5
Record Player		3
Phonograph Record Albums	4,191 titles - 5,512 discs	
Motion Picture Films (Indefinite loan to Kanawha County Public Library)		21
Microfilm (reels)		
Phonograph Records Circulated		10,883

HERE RESTS THE CORNERSTONE OF THE WEST VIRGINIA STATE CAPITOL ANNEX, ERECTED IN 1903 AT THE SOUTH-EAST CORNER OF LEE AND HALE STREETS IN CHARLESTON. THE ANNEX SERVED FROM 1926 TO 1933 AS THE CHARLESTON PUBLIC LIBRARY AND AS THE KANAWHA COUNTY PUBLIC LIBRARY FROM 1933 UNTIL THE DEMOLITION OF THE BUILDING AND THE REMOVAL OF THE LIBRARY TO THIS SITE IN 1966.

Corner Stone Plaque

Sculpture Critic

Corridor Gallery Visitors

New Mobilibrary purchased with Library Services and Construction Act Funds

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